No.: 958

ANNEX A

Republic of the Philippine
Department of Education

DepED NEGOR
RELEASED
NO.: 023.3200
DATE: 14 NOV 2023
BY: RECORD SECTION

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

Name **Position/Designation**	**ROSELA R. ABIERA,** DEPS – LR Manager **MARICEL S. RASID,** Librarian II **ELMAR L. CABRERA**, PDO II
Permanent Station	DepEd, Schools Division of Negros Oriental
Purpose of Travel (must be supported by attachments)	Monitoring and installation of OPAC in the school libraries.
Host of Activity	SDO Negros Oriental
Inclusive Dates	November 16-17, 2023
Destination	DLANHS-Nalundan Ext., Bindoy CES, Crisostomo O. Retes ES, and Maningcao NHS
Fund Source	Transportation and other incidental expenses shall be charged against Division Local/MOOE or other sources of funds subject to the usual accounting and auditing rules and regulations.

ROSELA R. ABIERA, DEPS – LR Manager
Name and Signature of Requesting Employee

November 13, 2023
Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for the purpose stated herein.

NILITA L. RAGAY Ed D
Name and Signature of Recommending Authority

Date

APPROVED

NERI C. OJASTRO EdD, CESE
Schools Division Superintendent
Name and Signature of Approving Authority

11/13/2023
Date