



Republic of the Philippines  
Department of Education  
Schools Division of Negros Oriental

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**




<b>Name</b>	<b>ALEXANDRIA N. RUPERTO, RN</b> <b>ROSALIE A. ENARDECIDO, RN</b>
<b>Position/ Designation</b>	Nurse II
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b> (must be supported by attachments)	To serve as Medics during the Secondary School Heads' Conference
<b>Host of Activity</b>	Division Office
<b>Inclusive Dates</b>	November 8, 2023 – Manjuyod SPED
<b>Destination</b>	Manjuyod District 2
<b>Fund Source</b>	Division MOOE

I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.


  
**Alexandria N. Ruperto, RN**  
Name and Signature of Requesting Employee

November 7, 2023  
Date

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

  
**RACHEL B. PICARDAL EdD**  
Chief, Education Supervisor SGOD  
Name and Signature of Recommending Authority

11/7/23  
Date

Approved  
  
**NERIC C. OJASTRO, EdD CESE**  
Schools Division Superintendent  
Name and Signature of Approving Authority

11/7/2023  
Date