

ANNEX A



No.: 979



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

RELEASE
NO: 023.327
DATE: 17 NOV 2023
BY: [Signature]
RECORD SECTION

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

Name	ENGR. PHILIP C. TUBOG ENGR. WENDY L. BALDAZANO ENGR. MONICA P. ABADINES MR. DESIDERIO T. QUITOY, JR.
Position/ Designation	Division Engineer III Technical Assistant IV (Engineer III) ADA I (Division Electrician)
Permanent Station	DepEd, Schools Division of Negros Oriental
Purpose of Travel (must be supported by attachments)	Conduct final/ punch listing inspection of CY 2023 BEFF - New Construction (1STY2CL with Toilet)
Host of Activity	SGOD (EFS)
Inclusive Dates	November 29, 2023
Destination	Martilo ES, La Libertad
Fund Source	Division / local MOOE funds
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
 MONICA P. ABADINES	November 16, 2023
Name and Signature of Requesting Employee	Date
<i>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.</i>	
 RACHEL B. PICARDAL EdD SGOD Chief	11/16/23
Name and Signature of Recommending Authority	Date
APPROVED NERI C. OJASTRO EdD, CESE Schools Division Superintendent	11/16/2023
Name and Signature of Approving Authority	Date