



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

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL



Name	JOSEPH R. GEMINA , PDO II – DRRM
Position/ Designation	Project Development Officer II – DRRM
Permanent Station	Division Office
Purpose of Travel (must be supported by attachments)	<ul style="list-style-type: none"> • Conduct an ocular inspection of a fire incident; • Monitor and evaluate the progress of the implementation of DRRM and CCAM programs, projects, and activities. • Monitor the construction of Temporary Learning Spaces (TLS) • Give technical assistance to schools with DRRM-related CIGPs in DMEA • Ocular visit to schools affected by flooding due to LPA and Shear Line
Host of Activity	SGOD - DRRM
Inclusive Dates	November 29, 2023 and December 1, 2023
Destination	Dahile Elementary School, Mabinay 4 and schools in Manjuyod 1 and 2, San Jose District
Fund Source	DRRM Funds

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

JOSEPH R. GEMINA

Project Development Officer II - DRRM

November 21, 2023

Name and Signature of Requesting Employee

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 the purpose stated herein.

RACHEL B. PICARDAL EdD

Chief, SGOD

11/21/2023

Name and Signature of Recommending Authority

Date

By the authority of the Schools Division Superintendent

NILITA L. RAGAY EdD

Assistant Schools Division Superintendent
CID Chief

11/21/23

Name and Signature of Approving Authority

Date