





Republic of the Philippines  
Department of Education

022.0674  
MAR-23-2022

<b><u>AUTHORITY TO TRAVEL</u></b>	
<b>CONTROL NO.</b> 322	
<b>REGION:</b> VII- Central Visayas <b>BUREAU/DIVISION/SCHOOL:</b> DepEd, Schools Division of Negros Oriental	
<b>Date of Filing</b>	March 21, 2022
<b>Name</b>	<b>ESTERLITO B. MAGALLANES</b>
<b>Position/Designation</b>	Administrative Assistant II
<b>Permanent Station</b>	DIVISION OFFICE.
<b>Purpose of Travel</b>	To assist in the conduct of Ocular Inspection of Completed Projects; Secure documents pertaining to Covid-19, DRRM, GAD and Senior Citizen to Tanjay City Division
<b>Activity Organized/ Sponsored by</b>	
<b>Period Covered (Inclusive of Travel Time)</b>	<b>March 23-24, 2022</b>
<b>Please Check</b>	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time
<b>Venue/Destination</b>	Tanjay City, Negros Oriental
<b>Expenses Covered</b>	Transportation/per diem & other incidental expenses (subject to the usual accounting and auditing rules and regulations)
<b>Fund Source (Pap Code/...)</b>	Division MOOE/local funds
<b>Recommending Approval:</b>   <b>LANI B. YURONG</b> Administrative Officer V	<b>Approved:</b>   <b>SENEN PRISCILLO P. PAULIN, CESO V</b> Schools Division Superintendent  Date: 3/21/2022
Date: _____	Date: _____