



Republic of the Philippines  
Department of Education  
REGION VII – CENTRAL VISAYAS  
Schools Division of Negros Oriental



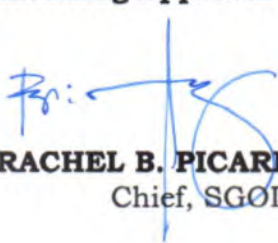

## AUTHORITY TO TRAVEL

CONTROL NO.

1251

REGION: 7

BUREAU/DIVISION/SCHOOL: Negros Oriental

Date of Filing	October 21, 2022
NAME	DAE P. HABALO KARLA P. ANTONIO MARSHA D. RUIZ
Position/Designation	SEPS Planning & Research EPS II SocMob & Networking ADA I
Permanent Station	SDO Negros Oriental
Purpose of Travel	Finalize PPMP and Consolidate PAPs for the DEDP
Activity Organized/ Sponsored by	DepEd Region VII
Period Covered (Inclusive of Travel Time)	October 22, 2022 <i>(Entitled to a one (1) day Compensatory Overtime Credit per DepEd Order No. 53, s. 2003 on the Updated Guidelines on the Grant of Vacation Service Credits to Teachers and with the Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s.2004 on Non-Monetary Remuneration of Overtime Services Rendered, teaching personnel involved in the activity shall be entitled to service credits while non-teaching personnel shall be entitled to Compensatory Time-Off (CTO))</i>
Please Check	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time
Venue/Destination	SGOD, Division Office
Expenses Covered	Travelling, food and other incidental expenses (subject to the usual accounting and auditing rules and regulations)
Fund Source (Pap Code/...)	Division MOOE
Recommending Approval:	Approved:
 RACHEL B. PICARDAL EdD Chief, SGOD	 SENEN PRISCILLO P. PAULIN, CESO V Schools Division Superintendent
Date: _____	Date: 10/21/22