



Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

RELEASED
 NO: 022.3459
 DATE: 7 DEC 2022
 BY: [Signature]
 RECORD SECTION



ANNEX A

AUTHORITY TO TRAVEL

CONTROL NO.

1417

REGION: 7
BUREAU/DIVISION/SCHOOL: NEGROS ORIENTAL

Date of Filing	December 7, 2022
NAME & Designation	DR. RENANTE A. JUANILLO- EPS DR. ANTONIO B. BAGUIO JR. - EPS
Permanent Station	DepEd, Schools Division of Negros Oriental
Purpose of Travel	Conduct on-site inspection/validation of TVIs Laboratories. Conduct on-site inspection/validation
Activity Organized/ Sponsored by	DepEd, Schools Division of Negros Oriental
Period Covered (Inclusive of Travel Time)	December 8-9, 2022
Please Check	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time
Venue / Destination	Amlan, Bais City and Ayungon, Negros Oriental
Expenses Covered	Travelling and other related expenses (subject to the usual accounting and auditing rules and regulations)
Fund Source (Pap Code/...)	Division/Local MOOE Funds
Recommending Approval:	Approved:
 NILITA L. RAGAY, EdD OIC-ASDS & CID Chief Date: _____	 SENEN PRISCILLO P. PAULIN, CESO V Schools Division Superintendent Date: <u>2/7/22</u>

Note: The above-mentioned names are entitled for a 1-day CTO for the service rendered on Dec. 8, 2022(holiday). All who render services during the conduct of the subject activity which may fall on weekends, holidays/special non-working holidays, are entitled to avail of Compensatory Time Off(CTO) in accordance with Civil Service Commission(CSC) and the Department of Budget(DBM) and Management Joint Circular No. 1 s. 2015, entitled "Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees".



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