



Republic of the Philippines
Department of Education

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

NAME	<u>MOISES CARMELO A. FISICO</u>
Position/Designation	<u>Admin Asst III/Liaison Office</u>
Purpose of Travel (must be supported by attachments)	<ol style="list-style-type: none"> 1. <u>To submit reports, PAL, ERF at DepEd RO IV</u> 2. <u>To submit, retirement papers, terminal lv., Follow-up and get travel Abroad of the following personel at DepEd RO IV.</u> 3. <u>To get Clearance at the Office of Ombudsman and Sandigan .</u>
Host of Activity	
Inclusive Dates	<u>February 23, 2024</u>
Destination	<u>DepEd RO IV/Ombudsman/Sandigan Office</u>
Fund Source	<u>MOOE</u>

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

MOISES CARMELO A. FISICO
Name and Signature of Requesting Employee

February 20, 2024
Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.


BENJIE C. RIVERA
Admin. Officer V

Name and Signature of Recommending Authority

February 20, 2024
Date

APPROVED:


SUSAN D. ORIBIANA
Schools Division Superintendent

Name and Signature of Approving Authority

February 20, 2024
Date

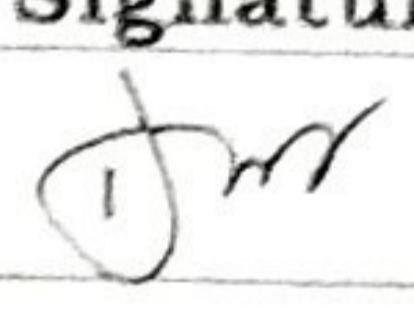








TRAVEL AUTHORITY FOR OFFICIAL BUSINESS

Name of Liaison Officer: **MOISES CARMELO A. FISICO**


Destination: DEPEDRO IV/CENTRAL OFFICE/Ombudsman/Sandigan Bayan

Date of Travel:

February 23, 2024

	Unit/Office	Name of Unit/Office Head	Report to Submit	Signature
1	Curriculum Implementation Division (CID)	JOSEPHINE T. NATIVIDAD	NONE	
2	School Governance and Operation Division (SGOD)	EPIFANIA F. CARANDANG	SO for Private Schools	
3	ADMINISTRATIVE Section	BENJIE C. RIVERA	None	
4	LEGAL Section	ANA KARMELA A. VERGARA	follow-up COX	
5	ACCOUNTING Section	RHEA GALLANO-MOJICA	provident stoppage of katar	
6	BUDGET Section	MARIA KATHERINE A. PANGANIBAN	follow up SAMs available	
7	ICT Section	CRISTINA B. ROGELIO		
8	PERSONNEL Unit	ROCHELLE P. TOLENTINO	Retirement/travel abroad/Term Lv./PAL Submit ERF	
9	CASH Unit	MARIA ELEANOR B. PINZA	None	
10	PROPERTY & SUPPLY Unit	ALOYSIUS D. CABANA	None	
11	RECORDS Unit	ERWIN M. MONTES	None	

Prepared by:


MOISES CARMELO A. FISICO
 Administrative Assistant III

Noted:

ROCHELLE P. TOLENTINO
 Administrative Officer IV