



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

July 24, 2024

**DIVISION MEMORANDUM**

To: **EDA KAREEN C. BURLAT**  
**MARY GRACE Q. ECHAVEZ**  
**AUSTINJO M. CABITANA**  
**CHERRY JEAN D. LAGAS**  
**MARIETTA T. ASPRIL**  
**ARACELI P. AMPER**  
**MARIA CORAZON L. UDARBE**  
**JOY AMOR A. BAYLIN**  
**JAMES THADDEUS B. MANDIN**  
Administrative Assistant III (Senior Bookkeepers)  
Secondary School Implementing Units

1. In adherence to Memo No. DM-OUHROD-2024-1376 dated July 17, 2024 from the Undersecretary for Human Resource and Organizational Development”, you are directed to attend on official business the 4th National Assembly and Capacity Development Seminar of the National DepEd Bookkeepers Association of the Implementing Units (NDBA-IU) Inc. on August 27-29, 2024 to be held at Ynares Sports Arena, Shaw Boulevard, Pasig City, Metro Manila.
2. Travel expenses (DTE) and Registration Fee shall be charged against School MOOE funds subject to the usual budgeting, accounting and auditing rules and regulations.
3. For your information and compliance.

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent

FINANCE | mlt



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Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)





Control No.

Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO

**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

**AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name/s:</b>	EDA KAREEN C. BURLAT MARY GRACE Q. ECHAVEZ AUSTINJO M. CABITANA CHERRY JEAN D. LAGAS MARIETTA T. ASPRIL ARACELI P. AMPER MARIA CORAZON L. UDARBE JOY AMOR A. BAYLIN JAMES THADDEUS B. MANDIN
<b>Position/Designation:</b>	Secondary School IU Senior Bookkeepers
<b>Permanent Station:</b>	DepEd Misamis Oriental
<b>Purpose of Travel:</b> <i>(must be supported by attachments)</i>	To attend the National DepEd Bookkeepers Association of the Implementing Units (NDBA-IU) Inc.
<b>Host of Activity:</b>	NDBA-IU
<b>Inclusive Dates:</b> <i>(Inclusive of Travel Time)</i>	August 26-30, 2024
<b>Destination:</b>	Ynares Sports Arena, Shaw Boulevard, Pasig City, Metro Manila.
<b>Fund Source:</b>	School MOOE

**PREPARED BY**

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

**MARK LORREN T. TEJANO**

Administrative Officer V - Finance

Name and Signature of Requesting Employee

July 24, 2024

Date

**RECOMMENDING APPROVAL**

*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.*

**MARY ANN M. ALLERA**

Asst. Schools Division Superintendent

Name and Signature of Recommending Authority

July 24, 2024

Date

**APPROVED**

**EDILBERTO L. OPLENARIA, EdD, CESO V**

Schools Division Superintendent

Name and Signature of Approving Authority

July 24, 2024

Date