





ANNEX A

Republic of the Philippine
Department of Education

NO.: 021-0051
DATE: 12 JAN 2021
TIME: 4
BY: [Signature]
OFFICE: [Signature]

| | | |
|---|--|---|
| <u>AUTHORITY TO TRAVEL</u> | | CONTROL NUMBER 14 |
| REGION: VII BUREAU/DIVISION: DEPED, SCHOOLS DIVISION OF NEGROS ORIENTAL | | |
| Date of Filing | January 12, 2021 | |
| Name | LEOSTER R. BANZON | |
| Position/Designation | ADA 1 | |
| Permanent Station | SDO, Negros Oriental | |
| Purpose of Travel | To provide technical support and address the Host PC issue of DCP Batch 19 | |
| Activity Organized/ Sponsored By | DepEd Division of Negros Oriental | |
| Period Covered <i>(Inclusive of Travel Time)</i> | January 13, 2021 | |
| Please Check | <input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time | |
| Venue / Destination | Libertad Ong Calderon Memorial ES, Sibulan II District | |
| Expenses Covered | Travel and other related expenses <small>(subject to the usual accounting and auditing rules and regulations)</small> | |
| Fund Source <i>(PAP Code/....)</i> | MOOE/ Local Funds | |
| Recommending Approval: <div style="text-align: center;">  REMYLIN V. GAO-GAO IT Officer I </div> | | Approved: For the Schools Division Superintendent: <div style="text-align: center;">  NILTA L. KAGAY, EdD DIC-Assistant Schools Division Superintendent Officer In-Charge </div> |
| Date: <u>1/12/2020</u> | | Date: <u>1/12/2021</u> |

December 07, 2020

The Schools Division Superintendent
Division of Negros Oriental
Dumaguete City, Philippines

Attention: **REMYLIN GAO-GAO**
Division IT
Division of Negros Oriental

Sir/Ma'am:

Christian greetings!

Our school is equipped with ICT facilities that are DEPED properties. Both teachers and learners used to have these as class learning devices particularly in the study of ICT in EPP. However, these gadgets cannot be utilized since there is a problem on the main monitor or the host that needs repair. In line with this, our school is requesting your good office to send manpower to our school to check and do troubleshooting and have the system back to its operation.


I hope so much for your very active support for the welfare of our end users.

Thank you very much. God bless!

Respectfully yours,


DANNA JAMAE B. DAGLE
LOCMES, ICT COORDINATOR

Noted:


VERONICA LOWELLA S. TAN, Ed. D
ESP-1