



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL

www.depednegor.net

December 6, 2019

TRAVEL ORDER
NO. 1793, s. 2019

TO : **MR. NORBERTO L. BANATANTO JR.**
Administrative Assistant II-Planning Section

OFFICE : SGOD, Division of Negros Oriental

PURPOSE : To attend the **"OFFICE 365 EMPOWERMENT TRAINING-
WORKSHOP FOR DEPED PLANNING OFFICERS**

DATE OF TRAVEL : December 8-14, 2019

VENUE/PLACE : Leyte Par Resort Hotel Tacloban City

ALLOWED/CHARGED TO: **Division MOOE funds** subject to the usual accounting and auditing rules and regulations

: Transportation/per diem and other incidental expenses

For the Schools Division Superintendent:

NILITA L. RAGAY, Ed.D.

OIC, Assistant Schools Division Superintendent

Office In-Charge *dyg*

12/6/19

SPPP/sgod/rbp



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AUTHORIZATION LETTER

To Whom It May Concern:

The undersigned hereby authorizes **MR. NORBERTO L. BANATANTO JR.**, Administrative Assistant II of the Planning Section, this Schools Division to attend the **"Office 365 Empowerment Training-Workshop for DepEd Planning Officers"**, in lieu of **MRS. MIRIAM LOU T. BATIANCILA, Planning Officer III**", on December 8-14, 2019 at Leyte Park Resort Hotel, Tacloban City.

For the Schools Division Superintendent:


NILITA L. RAGAY, Ed. D.
OIC, Assistant Schools Division Superintendent
Office In-Charge
12/6/19 

SPPP/SGOD/rbp