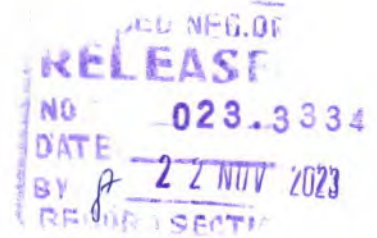




Republic of the Philippine  
Department of Education



**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name/Position/Designation</b>	<b>DR. NILITA L. RAGAY</b>
<b>Permanent Station</b>	SDO of Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	To monitor the Spot Reading and attend the Turn-over Ceremony activities
<b>Host of Activity</b>	Zamboanguita District 1
<b>Inclusive Dates</b>	November 24, 2023
<b>Destination</b>	Calango Elementary School, Zamboanguita District 1
<b>Fund Source</b>	Division MOOE/Local Funds

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

\_\_\_\_\_  
Name and Signature of Requesting Employee

\_\_\_\_\_  
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.*

\_\_\_\_\_  
Name and Signature of Recommending Authority

\_\_\_\_\_  
Date

**APPROVED**

By Authority of the Schools Division Superintendent:

**NILITA L. RAGAY EdD**

\_\_\_\_\_  
Name and Signature of Approving Authority

**Office-In-Charge**

**November 15, 2023**

\_\_\_\_\_  
Date

Note: You are hereby entitled to a one-day Compensatory Overtime Credit (COC) as per CSC & DBM Joint Circular No. 2, s. 2004 titled "Non-monetary Remuneration for Overtime Services Rendered."