



Republic of the Philippine  
Department of Education

RELEASED  
NO: 023.3349  
DATE: 23 NOV 2023  
BY: [Signature]  
TECH. SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name/Position/Designation</b>	<b>DR. CARMELITA A. ALCALA</b>
<b>Permanent Station</b>	SDO of Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	To represent on behalf of Dr. Nilita L. Ragay OIC-ASDS/Chief-CID during the closing program on the conduct of Young Leader's Capacity Building for Future Governance activity
<b>Host of Activity</b>	SGOD-SDO of Negros Oriental
<b>Inclusive Dates</b>	November 23, 2023
<b>Destination</b>	Sea Dreams Resort, Dauin, Negros Oriental
<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.

CARMELITA A. ALCALA EdD  
Name and Signature of Requesting Employee

November 23, 2023  
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**  
11/23/23

November 23, 2023  
Date