



Republic of the Philippines
Department of Education
Schools Division of Negros Oriental

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL



Name	MARICHYLE P. LAJATO
Position/ Designation	Guidance Counselor I
Permanent Station	Negros Oriental High School
Purpose of Travel (must be supported by attachments)	To attend the Philippine Guidance and Counseling Association (PGCA) 58 th Annual General Assembly (On Official Time Only)
Host of Activity	Philippine Guidance and Counseling Association
Inclusive Dates	May 15 – 17, 2023
Destination	UP Diliman, Quezon City
Fund Source	Personal

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

MARICHYLE P. LAJATO

Name and Signature of Requesting Employee

May 9, 2023

Date

This is to certify that the trip of the requesting employee satisfies all minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.

EPIFAN IA Q. CUEVAS

Name and Signature of Approving Authority

May 9, 2023

Date

APPROVED

NERI C. OJASTRO EdD, CESE

Name and Signature of Approving Authority

5/11/23

Date