

ANNEX A

No.: 474



023.1542  
23 MAY 2023  
SECTION

Republic of the Philippine  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>DR. NILITA L. RAGAY</b>
<b>Position/Designation</b>	OIC-ASDS/CID Chief
<b>Permanent Station</b>	SDO Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	To submit pertinent documents to DepEd Region Office.
<b>Host of Activity</b>	DepEd Neg. Or.
<b>Inclusive Dates</b>	May 24, 2023
<b>Destination</b>	Sudlon, Lahug, Cebu City
<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.

  
**NILITA L. RAGAY EdD**

OIC ASDS - CID Chief

Name and Signature of Requesting Employee

5/23/2023

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:

  
**JOELYZA M. ARCILLA EdD, CESE**

OIC-ASDS

Office In-Charge

Name and Signature of Approving Authority

5/23/2023

Date