



Republic of the Philippine  
Department of Education



**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name/Position/Designation</b>	DR. CARMELITA A. ALCALA, EPS-AP
<b>Permanent Station</b>	SDO-CID
<b>Purpose of Travel</b> (must be supported by attachments)	To attend the Adventist Academy of Negros Oriental-Siquijor Inc.'s commencement exercise in lieu of the SDS
<b>Host of Activity</b>	Adventist Academy of Negros Oriental-Siquijor Inc.
<b>Inclusive Dates</b>	June 4, 2023
<b>Destination</b>	AANS Gymnasium, Dauin
<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

**May 31, 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.

**NILITA L RAGAY EdD**

Name and Signature of Recommending Authority

**May 31, 2023**

Date

**APPROVED**

By the Authority of the Schools Division Superintendent:

**MARCELO K. PALISPIS EdD, JD**

Name and Signature of Approving Authority

**May 31, 2023**

Date