




Republic of the Philippine  
Department of Education



**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name/Position/Designation</b>	1. DR. NILITA L. RAGAY, OIC-ASDS/CID Chief 2. DR. RENANTE A. JUANILLO, EPS-Filipino 3. DR. ANTONIO B. BAGUIO, JR., EPS-EPP/TLE/TVL
<b>Permanent Station</b>	SDO of Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	To attend the Commencement Exercises of the 195 JDVP learner beneficiaries
<b>Host of Activity</b>	Foundation University, Dumaguete City
<b>Inclusive Dates</b>	June 17, 2023
<b>Destination</b>	Sofia Soller Sinco Hall, Foundation University, Dumaguete City
<b>Fund Source</b>	Division/School MOOE

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**

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

**June 15, 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**

  
**NERI C. OJASTRO EdD, CESE**

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

**June 15, 2023**

\_\_\_\_\_  
Date

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

