



Republic of the Philippine
Department of Education

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

RELEASED
NO.: 023-1987
DATED 6 JUL 2023
BY: G
RECORD SECTION

Name/Position/Designation	DR. CARMELITA A. ALCALA – Division Education Program Supervisor (DEPS)
Permanent Station	DepEd, Schools Division of Negros Oriental
Purpose of Travel (must be supported by attachments)	To attend Planning Conference of the Division SBFP-TWG for SY 2023-2024 Implementation and Consultative Conference for the 2023-2024 Implementation.
Host of Activity	Division of Negros Oriental
Inclusive Dates	July 5 & 6, 2023
Destination	Hotel Palwa, Dumaguete City
Fund Source	Division MOOE
I hereby attest that the information in this form and in the supporting documents attached here to are true and correct.	
<u>CARMELITA A. ALCALA</u> Name and Signature of Requesting Employee	<u>7/6/2023</u> 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.	
<u>NILITA L. RAGAY, EdD</u> Name and Signature of Recommending Authority	<u>7/6/2023</u> Date
APPROVED <u>NERI C. OJASTRO, EdD, CESE</u> Name and Signature of Approving Authority	<u>7/6/23</u> Date