

ANNEX A



CONTROL NO.

468

Republic of the Philippines  
Department of Education

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

**REGION:** VII- Central Visayas

**BUREAU/DIVISION/SCHOOL:** DepEd, Schools Division of Negros Oriental

<b>Date of Filing</b>	September 6, 2023
<b>Name</b>	<b>MRS EPIFANIA CUEVAS, P-II</b>
<b>Position/Designation</b>	
<b>Permanent Station</b>	Negros Oriental HS- Division of Negros Oriental
<b>Purpose of Travel</b>	To attend the Awarding Ceremony of PRIME-HRM which will be conducted during CSC RO Regional Rites
<b>Host of Activity</b>	CSC Region VII
<b>Period Covered (Inclusive)</b>	September 8, 2023
<b>Venue/Destination</b>	DepEd Ecotech Pavillion, Sudlon Lahug, Cebu City
<b>Fund Source</b>	Travelling and other incidental expenses shall be charged to Division MOOE/ Local funds, subject to the usual accounting and auditing rules and regulations.

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

  
**JOELYZA M. ARCILLA**

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

\_\_\_\_\_  
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 purposes stated herein*

\_\_\_\_\_  
Name and Signature of Recommending Authority

\_\_\_\_\_  
Date

**APPROVED**

By the Authority of the Schools Division Superintendent:

  
**NILITA L. RAGAY EdD**

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OIC-ASDS, Chief-CID  
Office In-Charge

\_\_\_\_\_  
Date