



Republic of the Philippine  
Department of Education



**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name/Position/Designation</b>	<b>CONCHITA J. TUIN</b>
<b>Permanent Station</b>	SDO of Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	To visit and conduct inventory to the assigned schools
<b>Host of Activity</b>	DepEd, Negros Oriental Division
<b>Inclusive Dates</b>	October 12, 2023
<b>Destination</b>	Pio Macahig MES, Giligaon ES and Cabangahan ES of Siaton District 4
<b>Fund Source</b>	Division/School MOOE/Local Funds

I hereby attest that the information in this form and in the supporting documents attached here to are true and correct.

**CONCHITA J. TUIN**

Name and Signature of Requesting Employee

**October 10, 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

**October 10, 2023**

Date

**APPROVED**

By the Authority of the Schools Division Superintendent:

**MARCELO K. PALISPIS EdD, JD**

Name and Signature of Approving Authority

DIC - AEDS  
OFFICE-IN-CHARGE

10/10/2023

Date