



Republic of the Philippine  
Department of Education

RELEASED  
NO.: 023.3075  
DATE: 25 OCT 2023  
BY: [Signature]  
RECORD SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name/Position/Designation</b>	1. <b>DR. NILITA L. RAGAY</b> - OIC-ASDS/Chief-CID 2. <b>DR. RENANTE A. JUANILLO</b> - EPS in Filipino
<b>Permanent Station</b>	SDO of Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	To conduct Orientation of FS students from NORSU Bais Campus
<b>Host of Activity</b>	DepEd, Negros Oriental Division
<b>Inclusive Dates</b>	November 6, 2023
<b>Destination</b>	NORSU Bais Campus, Bais City, Negros Oriental
<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.*

\_\_\_\_\_  
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 purpose stated herein.*

✓  
**NILITA L. RAGAY EdD**

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

**October 23, 2023**

\_\_\_\_\_  
Date

**APPROVED**

[Signature]  
**NERI C. OJASTRO EdD, CESE**

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

10/27/23

\_\_\_\_\_  
Date