



Republic of the Philippine  
Department of Education



**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name/Position/Designation</b>	<b>CONCHITA J. TUIN</b> – Administrative Officer II
<b>Permanent Station</b>	CID, SDO of Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	To visit the assigned schools
<b>Host of Activity</b>	DepEd, Negros Oriental Division
<b>Inclusive Dates</b>	November 10, 2023
<b>Destination</b>	District Office, Giliga-on Elementary School, Cabangahan Elementary School at Siaton District 4
<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.

Conchita J. Tuin  
**CONCHITA J. TUIN**

Name and Signature of Requesting Employee

November 6, 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  
**NILITA L. RAGAY EdD**

Name and Signature of Recommending Authority

November 6, 2023

Date

**APPROVED**

Neri C. Ojastro EdD, CESE  
**NERI C. OJASTRO EdD, CESE**

Name and Signature of Approving Authority

11/6/2023

Date