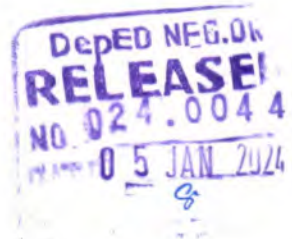




Republic of the Philippine  
Department of Education



**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name/Position/Designation</b>	<b>1. DR. SUSANA A. AUSTERO</b> – Principal II of Zamboanguita CES <b>2. MR. JUANITO L. SARDAN</b> – District Caretaker of Bacong
<b>Permanent Station</b>	SDO of Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	Courtesy call to the Municipal Mayor of Santa Catalina
<b>Host of Activity</b>	CID-SDO of Negros Oriental
<b>Inclusive Dates</b>	January 8, 2024
<b>Destination</b>	Municipality of Santa Catalina, 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.*

**SUSANA S. AUSTERO EdD**

Name and Signature of Requesting Employee

**January 5, 2024**

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

**January 5, 2024**

Date

**APPROVED**

By Authority of the Schools Division Superintendent:

**MARCELO K. PALISPIS EdD, JD**

Name and Signature of Approving Authority  
**Office-In-Charge**

**1/5/24**

Date