



Republic of the Philippine  
Department of Education

RELEASED  
NO: 024.0112  
DATE: 19 JAN 2024  
BY: [Signature]  
RECORD SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**


<b>Name/Position/Designation</b>	<b>DR. CARMELITA A. ALCALA</b> , Education Program Supervisor
<b>Permanent Station</b>	SDO of Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	To attend the Strategic Planning Cum Workshop on the Alignment of 2024 CLMD and CID Calendar of Activities in place of Dr. Nilita L. Ragay
<b>Host of Activity</b>	DepEd, Region VII
<b>Inclusive Dates</b>	January 28-30, 2024
<b>Destination</b>	Applied Nutrition Center, Banilad, Cebu City
<b>Fund Source</b>	Division MOOE/Local Funds

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

  
**CARMELITA A. ALCALA EdD**  
Name and Signature of Requesting Employee

**January 18, 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 the purpose stated herein.

  
**NILITA L. RAGAY EdD**  
Name and Signature of Recommending Authority

**January 18, 2024**  
Date

**APPROVED**

  
**NERI C. OJASTRO EdD, CESO V**  
Name and Signature of Approving Authority

**1/18/2024**  
Date