



Republic of the Philippine
Department of Education

RELEASED
NO. 024.0365
DATE 10 FEB 2024
BY: 9
RECORD SECTION

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

Name/Position/Designation	1. DONRE B. MIRA 2. DAN P. ALAR
Permanent Station	SDO of Negros Oriental
Purpose of Travel (must be supported by attachments)	To Monitor the present status of the school.
Host of Activity	SDO of Negros Oriental
Inclusive Dates	February 16, 2024
Destination	Buenavista Elementary School, Sta. Catalina District 4
Fund Source	Division MOOE

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

DONRE B. MIRA

Name and Signature of Requesting Employee

February 15, 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.

CARMELITA A. ALCALA EdD

Name and Signature of Recommending Authority

February 15, 2024

Date

APPROVED

NERI C. OJASTRO EdD, CESO V

Name and Signature of Approving Authority

2/16/24

Date