



Republic of the Philippine  
Department of Education

No.: 0274

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name/Position/Designation</b>	1. DR. CARMELITA A. ALCALA 2. DR. ELISA L. BAGUIO 3. MR. ARNOLD R. JUNGCO 4. DR. ANTONIO B. BAGUIO, JR. 5. MRS. JENITH C. CABAJON
<b>Permanent Station</b>	DepEd, Schools Division of Negros Oriental
<b>Purpose of Travel</b>	School Monitoring
<b>Host of Activity</b>	Curriculum Implementation Division
<b>Inclusive Dates</b>	April 17, 2024
<b>Destination</b>	Dauin District
<b>Fund Source</b>	Division MOOE Fund

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

CARMELITA A. ALCALA EdD

Name and Signature of Requesting Employee

4/17/2024

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.*

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

\_\_\_\_\_  
Date

**APPROVED**

*By Authority of the Schools Division Superintendent*

ROMEL VICTOR A. VILLAHERMOSA, MBA

OIC, Office of the Asst. Schools Division Superintendent  
Office-In-Charge

Name and Signature of Approving Authority

4/17/2024

Date