



Republic of the Philippine
Department of Education
TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

RELEASE
NO. 024-0971
DATE 17 APR 2024
BY: [Signature]
RELIEF SECTION

Name	MRS. JENITH C. CABAJON
Position/Designation	P2-Division Coordinator
Permanent Station	SDO Negros Oriental
Purpose of Travel (must be supported by attachments)	To finalize KRAs for CID-Based Personnel
Host of Activity	DepEd Negros Oriental
Inclusive Dates	April 18, 2024
Destination	Baybabyon Resort, Maslog, Sibulan, Negros Oriental
Fund Source	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.

JENITH C. CABAJON

P2- Division Coordinator

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.

CARMELITA A. ALCALA EdD

EPS/OIC CID Chief

Name and Signature of Recommending Authority

4/17/2024

Date

APPROVED

By the Authority of the Schools Division Superintendent:

ROMEL VICTOR A. VILLAHERMOSA

OIC- Asst. Schools Division Superintendent

Office In-Charge

Name and Signature of Approving Authority

Date