

ANNEX A



No.: 0283

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



<b>Name</b>	<b>MRS. JENITH C. CABAJON</b>
<b>Position/Designation</b>	P2-Division Coordinator
<b>Permanent Station</b>	SDO Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	To finalize KRAs for CID-Based Personnel
<b>Host of Activity</b>	DepEd Negros Oriental
<b>Inclusive Dates</b>	April 19, 2024
<b>Destination</b>	Baybabyon Resort, Maslog, Sibulan, Negros Oriental
<b>Fund Source</b>	Division MOOE/Local Funds

*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

**4/18/2024**

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