



NO. OFLTVL-2024-09-001

Republic of the Philippines
Department of Education
 REGION II - CAGAYAN VALLEY
 SCHOOLS DIVISION OF BATANES

2024-01217

DepEd-SDO Batanes
RECEIVED

By: fel
 TRAVEL 2/1/24 2:10

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

NAME	ARLENE R. CASTILLO
Position/ Designation	School Principal I
Permanent Station	Savidug-Chavayan Elementary School
Purpose of Travel (must be supported by attachments)	To attend the following activities: 1. Conduct of the ABC+ ILT Project Implementation Plan Evaluation Cum Crafting or Resource Materials (August 2-4, 2024) 2. 3 rd Regular Division Management Committee (ManCom) Meeting (August 5, 2024)
Host of Activity	SDO Batanes - CID
Inclusive Dates	August 1 - 6, 2024
Destination	SDO Ivatan Conference Hall
Fund Source	School MOOE

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

Arlene R. Castillo
ARLENE R. CASTILLO

Name and Signature of Requesting Employee

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.

Dante J. Marcelo, PhD, CESO VI
DANTE J. MARCELO, PhD, CESO VI
 Assistant Schools Division Superintendent

Date

APPROVED

Alfredo E. Gumar Jr. EdD, CESO V
ALFREDO E. GUMARU JR. EdD, CESO V
 Schools Division Superintendent

Date



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