



NO. OFLTVL-2024-08-011

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

2024-1595

DepEd-SDO Batanes  
**RECEIVED**

By: fel  
2/7/24 2/55

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>NAME</b>	ANNA LIZA R. GALASINAO
<b>Position/ Designation</b>	School Principal
<b>Permanent Station</b>	Diptan Elementary School
<b>Purpose of Travel</b> (must be supported by attachments)	To attend the International Training/Workshop on office Management and Administration
<b>Host of Activity</b>	DepEd - CVASS
<b>Inclusive Dates</b>	August 11 - 17, 2024
<b>Destination</b>	ICON Cauayan City
<b>Fund Source</b>	School MOOE/Local Funds

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

ANNA LIZA R. GALASINAO

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

Assistant Schools Division Superintendent

Date

**APPROVED**

ALFREDO B. GUMARU JR. EdD, CESO V

Schools Division Superintendent

Date



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