



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

Special Order No. 025, s. 2024

The person whose name is stated below of the Schools Division Office of Kabankalan City who, rendered service during the conduct of Western Visayas Regional Athletics Association (WVRAA) Meet, last May 3-5, 2024, held in Pana-ad Park & Stadium, Brgy. Mansilingan Bacolod City, are hereby given Compensatory Time Off (CTO) as per CSC & DBM Joint Resolution No. 2, s 2004 dated October 04, 2004.

	NAME	NUMBER OF HOURS RENDERED	EQUIVALENT CTO IN DAYS	COMPENSATORY OVERTIME CREDITS
1	TRISTAN P. LUCERNA	16	1.5	24 hours (3 DAYS)

The compensatory overtime credit is issued this 23rd day of May 2024 and is valid until May 23, 2025.

MICHELL L. ACOYONG, CESO VI
Assistant School Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent



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No.: 17498

Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OF KABANKALAN CITY

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

NAME	Position/Designation	Permanent Station
TRISTAN P. LUCERNA	Nurse II	SDO Kabankalan City
Purpose of Travel (must be supported by attachment)	To participate in the 2024 WVRRA Meet as Medic of the delegates	
Host of Activity	DepEd Western Visayas	
Inclusive Dates	May 3-5, 2024	
Destination	Pana-ad Park and Sports Complex, Bacolod City	
Fund Source	Local Funds/Division MOOE	

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


TRISTAN P. LUCERNA

Name and Signature of Requesting Employee

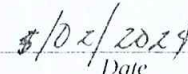
_____ Date

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.

RECOMMENDING APPROVAL:


MA. TERESA P. GEROSO, CESO VI

Asst. Schools Division Superintendent


Date

APPROVED:

MICHELL L. ACOYONG, CESO VI

Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

_____ Date

For the Schools Division Superintendent:


CÉCILIA G. ABELLO, PhD

Chief, SGOD
In-Charge of the Division

02 May 2024

