



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

Special Order No. 031, s. 2024

The person whose name stated below of the Schools Division Office of Kabankalan City who, rendered service in fetching DepEd Central Office personnel during the conduct of NQESH monitoring last May 19 and 26, 2024, in Silay City to Kabankalan City Negros Occidental and vice versa, is 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	Jose C. Pamposa Jr.	8	1.5	8 hours (1.5 DAYS)

The compensatory overtime credit is issued this 26<sup>th</sup> day of June 2024 and is valid until June 25, 2025.

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



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental  
 Telephone Number: 471-2454 | 471-2003  
 E-mail: kabankalan.city001@deped.gov.ph



No.: 17613

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
JOSE C. PAMPOSA JR.	AA-IV	SDO Kabankalan City
<b>Purpose of Travel</b> (must be supported by attachment)	To fetch DepEd Central Office personnel (NQESH Monitor) from Silay City Airport	
<b>Host of Activity</b>		
<b>Inclusive Dates</b>	May 25, 2024	
<b>Destination</b>	Silay City	
<b>Fund Source</b>	Division MOOE	

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

**JOSE C. PAMPOSA JR.**

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



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental  
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No.: 17594



**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
JOSE C. PAMPOSA JR.	AA-IV	SDO Kabankalan City
<b>Purpose of Travel</b> (must be supported by attachment)	To fetch DepEd Central Office personnel from Silay City Airport	
<b>Host of Activity</b>		
<b>Inclusive Dates</b>	May 18, 2024	
<b>Destination</b>	SILAY CITY	
<b>Fund Source</b>	Division MOOE	
<p><i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i></p>		
<p align="center">  <b>JOSE C. PAMPOSA JR.</b>                      Name and Signature of Requesting Employee</p>		<p align="center"><u>05/17/2024</u>                      Date</p>
<p><i>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.</i></p> <p><b>RECOMMENDING APPROVAL:</b></p>		
<p align="center">  <b>MA. TERESA P. GEROSO, CESO VI</b>                      Asst. Schools Division Superintendent</p>		<p align="center"><u>May 17, 2024</u>                      Date</p>
<p><b>APPROVED:</b></p>		
<p align="center">  <b>MICHELL L. ACOYONG, CESO VI</b>                      Asst. Schools Division Superintendent                      Officer-In-Charge                      Office of the Schools Division Superintendent</p>		<p align="center"><u>17 May 2024</u>                      Date</p>