



Republic of the Philippines  
Department of Education  
Region XI  
SCHOOLS DIVISION OF PANABO CITY

1225162028

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
**CID 2025-0856**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
Chief Education Supervisor, SGOD  
All concerned

Attention: Estela Bea C. Allawan  
Mater Teacher, Panabo City NHS

Subject: **PARTICIPATION TO THE 2025 INTERNATIONAL KOREAN EDUCATION YOUTH CAMP**

Date: November 19, 2025

Please be informed that the conduct of the 2025 International Korean Education Youth Camp to be held in Incheon, South Korea on November 23-28, 2025.

Expenses such as international economy airfare, accommodation, and insurance shall be shouldered by the International Korean Education Foundation (IKEF) while pre-travel allowance of Php 3,500.00 and other incidental expenses shall be charged against School MOOE/Local Funds, subject to the usual accounting and auditing rules and regulations.

For your information and guidance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

Incl.: As stated  
CID/JEY/ESD

RELEASED

12 2025

RECORDS SECTION-SDO PANABO CITY  
BY 



Republic of the Philippines  
Department of Education  
DAVAO REGION

**2nd Indorsement**

November 25, 2025

Respectfully returned to **Jinky B. Firman**, Schools Division Superintendent, Division of Panabo City, the herein copy of the 1<sup>st</sup> Indorsement from Wilfredo E. Cabral, Undersecretary, Human Resource and Organizational Development, relative to the approved request for authority to travel on official business of *Estela Bea C. Allawan*, Master Teacher I, from Panabo City National High School to participate in the 2025 International Korean Education Youth Camp to be held at Incheon, South Korea from November 23 to 28, 2025. It is informed that related expenses to be incurred, such as international economy airfare, accommodation, and insurance will be shouldered by the International Korean Education Foundation (IKEF). The pre-travel allowance of Php3,500.00 and other incidental expenses shall be charged against MOOE and other local funds, subject to the usual accounting and auditing rules and regulations.

ALLAN G. FARNAZO  
Director IV

Re: Estela Bea C. Allawan

*Approved request for travel abroad* DEPARTMENT OF EDUCATION RO

RELEASER

By: \_\_\_\_\_  
Date: \_\_\_\_\_ Timet UV 28 2025

Enclosed: As stated.

ROA10/PS/jja



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION ROX  
RECORDS SECTION

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By: 24 NOV 2025 116721304  
Date: Time: 8:44

1<sup>st</sup> Endorsement  
19 November 2025

Respectfully returned to Mr. **ALLAN G. FARNAZO**, Regional Director, DepEd Region XI, F. Torres St., Davao City, with the information that the herein request for authority to travel abroad of Ms. **ESTELA BEA C. ALLAWAN**, Master Teacher I, Panabo City National High School, Schools Division of Panabo City, that Region, to participate in the 2025 International Korean Education Youth Camp to be held in **Incheon, South Korea** from **23 to 28 November 2025 (6 days)** is hereby approved on official business.

Related expenses to be incurred by **Ms. Allawan** such as the international economy airfare, accommodation, and insurance will be shouldered by the International Korean Education Foundation (IKEF). The, pre-travel allowance of Php3,500.00 and other incidental expenses shall be charged against MOOE and other local funds, subject to the usual accounting and auditing rules and regulations.

  
**WILFREDO E. CABRAL**  
Undersecretary

BHROD-PD/NRICA/FRANCA



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494  
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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Effectivity	03.23.23	Page	1 of 1





ANNEX A

Republic of the Philippines  
Department of Education

No.: \_\_\_\_\_

<b>NAME</b>	ESTELA BEA C. ALLAWAN
<b>Position/ Designation</b>	Master Teacher I
<b>Permanent Station</b>	Panabo City National High School
<b>Purpose of Travel</b> (must be supported by attachments)	Participation in the 2025 International Korean Education Youth Camp
<b>Host of Activity</b>	(Korean) Ministry of Education and International Korean Education Foundation (IKEF)
<b>Inclusive Dates</b>	November 23-28, 2025
<b>Destination</b>	Hana Global Campus, Cheongna, Incheon, South Korea
<b>Fund Source</b>	The International Korean Education Foundation shall cover all the costs for international travel expenses, insurance and accommodation. Local travel and incidental expenses shall be charged against MOOE and other local funds.

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

*ESTELA BEA C. ALLAWAN*

November 3, 2025

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:**

*JINKY B. FIRMAN, PhD, CESO VI*  
Schools Division Superintendent

Name and Signature of Recommending Authority

Date

*ALLAN G. FARNAZO*  
Regional Director

Name and Signature of Recommending Authority

Date

**APPROVED:**

*WILFREDO E. CABRAL*

Undersecretary for Human Resource and Organizational Development

Name and Signature of Approving Authority

Date



Republic of the Philippines  
**Department of Education**

## DOCUMENT SLIP

This document has been encoded in the DepEd - Document Management System and routed to the appropriate office/s with the following information:

Sender: **ALLAN G. FARNAZO, DEPED DAVAO REGION**  
Subject: **TRAVEL AUTHORITY OF ESTELA BEA C. ALLAWAN, OFFICIAL BUSINESS FROM NOV. 23-28, 2025**  
Document Code: **CO-1A-2025-11-22531**  
Date and Time Added: **2025-NOV-14 10:16:09 AM**  
Created by: **Office of the Secretary**

To ensure the traceability and continuity of the document, kindly update all actions taken using the same document code.



*This is an auto-generated report. Generated on 2025-November-14 10:19:11 AM.*

14 NOV 2025 - OUTPUS - ANGEL / 3.23  
11.14.25

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NOV 14 2025  
BY: MARK 4:19

11/14 OUTPUS PD (11MAY) By UWC

RECEIVED  
NOV 21 2025  
BY: OT  
10:57



Republika ng Pilipinas

## Department of Education

### OFFICE OF THE UNDERSECRETARY

#### HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

19 November 2025

**HON. ANTONINA M. MENDOZA-OBLENA**

Assistant Secretary  
Office of Consular Affairs  
Department of Foreign Affairs  
ASEANA Business Park  
Corner Bradco Ave. & Macapagal Blvd.  
Tambo, Parañaque City

Attention: Diplomatic and Official Passport Section

Dear **Assistant Secretary Mendoza-Oblena**:

Pursuant to the existing rules and regulations on foreign trips (Executive Order No. 459, s. 2005), please be informed that of Ms. **ESTELA BEA C. ALLAWAN**, Master Teacher I, Panabo City National High School, Schools Division of Panabo City, DepEd Region XI, to participate in the 2025 International Korean Education Youth Camp to be held in **Incheon, South Korea** from **23 to 28 November 2025** (inclusive of travel time).

Related expenses to be incurred by **Ms. Allawan** such as the international economy airfare, accommodation, and insurance will be shouldered by the International Korean Education Foundation (IKEF). The, pre-travel allowance of Php3,500.00 and other incidental expenses shall be charged against MOOE and other local funds, subject to the usual accounting and auditing rules and regulations.

We look forward to your kind assistance on this matter.

Thank you.

Very truly yours,

  
**WILFREDO E. CABRAL**

Undersecretary 

cc: Travel Tax Division  
Tourism Infrastructure & Enterprise Zone Authority (TIEZA)  
6<sup>th</sup> floor, tower 1 Double Dragon, Meridian Tower, Macapagal Ave.,  
Cor. EDSA Pasay City



Republic of the Philippines  
Department of Education  
Region XI  
SCHOOLS DIVISION OF PANABO CITY

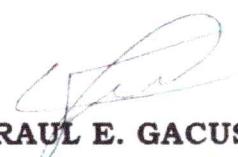
C E R T I F I C A T I O N

**TO WHOM IT MAY CONCERN:**

This Office certifies that to this date and upon verification with the records, **Ms. ESTELA BEA C. ALLAWAN**, Master Teacher I, Panabo City National High School, of Schools Division of Panabo City, Single, and a resident of Purok 6, Gentiles Subdivision, Brgy. New Visayas, Panabo City, Philippines, has not been found guilty of any administrative or criminal offense involving moral turpitude and has **no pending administrative case** filed before this Office.

This certification is issued to **Ms. ALLAWAN** to attest the truth of the foregoing facts and in support of his/her personal travel to South Korea on November 23-28, 2025.

Issued this 4th day of November 2025 at Panabo City, Davao del Norte, Philippines.

  
**RAUL E. GACUS**  
Administrative Officer V  
DepEd – Legal

CNPC-2025-02117

*\*This certification is valid only for the purpose above-mentioned. Any mark, erasures or alterations on any part of this document shall invalidate this certification. Further, this certification may be subject to verification or amendment when circumstances warrant.*



Republic of the Philippines  
**Department of Education**  
 REGION XI- DAVAO REGION  
 SCHOOLS DIVISION OF PANABO CITY  
 PANABO CITY NATIONAL HIGH SCHOOL

**ITINERARY OF TRAVEL**

DATE	TIME	PLACE
<b>November 16, 2025 (Sunday)</b>	Whole day	Official Station to Panabo City Bus Terminal Panabo City Bus Terminal to Davao International Airport Davao International Airport to Ninoy Aquino International Airport (NAIA) NAIA to Incheon International Airport Incheon International Airport to Hana Global Campus, Cheongna, Incheon, South Korea
<b>November 17- 21, 2025</b>	Whole day	International Korean Education Youth Camp Activities (See detailed program below from International Korean Education Foundation )

Date	Program Detail	Comments
Preliminary Training (10.31 -11.2.)	<ul style="list-style-type: none"> <li>- Korean Literature Appreciation Presentations (preliminary round)</li> <li>- Preparatory training on topics such as performances of Korean culture and art</li> <li>- Preparation period for the Main Program</li> </ul> Korean language assessment. Orientation (group introduction).	<ul style="list-style-type: none"> <li>- Real-time training (Online, 4-6 hours per day)</li> <li>- Groups will be divided by levels</li> </ul>
Day 1	Safety training. Special lecture on Korean history and culture. Practice for cultural and artistic performance	- Airport greeting
Day 2	Korean Literature Appreciation Presentations (Final Round). Specialized Korean language training. K-Food experience. Composing Korean poetry. Auditions for the cultural and artistic performances	
Day 3	Korean historical and cultural experience (Hana Bank tour, Kyongbok Palace, Hangul Museum, the Namismi Tower)	
Day 4	Awards Ceremony for the Korean Literature Appreciation Presentations. K-POP Audition Program	
Day 5	Comprehensive discussion and satisfaction survey	- Airport send-off

<b>November 21, 2025 (Friday)</b>	Whole day	Incheon International Airport to Ninoy Aquino International Airport (NAIA) NAIA to Davao International Airport Davao International Airport to Panabo Bus Terminal Panabo City Bus Terminal to Official Station
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