



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

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

NOV 12 2025

RECORDS SECTION-SDO PANABO CITY
BY 



Schools Division Office of Panabo City
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
Tel. Nos. (084)8231469,(084) 628 4066
Email: panabocity.division@deped.gov.ph



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 1st 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
REGION 11
RELEASED

Enclosed: As stated.

ROA10/PS/jja

By: _____
Date: _____ Time: UV 2:00 2025



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION ROX
RECORDS SECTION


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

1st 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/NRICAFRANCA



ANNEX A

Republic of the Philippines
Department of Education

No.: _____

NAME	ESTELA BEA C. ALLAWAN
Position/ Designation	Master Teacher I
Permanent Station	Panabo City National High School
Purpose of Travel (must be supported by attachments)	Participation in the 2025 International Korean Education Youth Camp
Host of Activity	(Korean) Ministry of Education and International Korean Education Foundation (IKEF)
Inclusive Dates	November 23-28, 2025
Destination	Hana Global Campus, Cheongna, Incheon, South Korea
Fund Source	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>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct:</i>	
ESTELA BEA C. ALLAWAN Name and Signature of Requesting Employee	November 3, 2025 Date
<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>	
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 - OUTPROG - ANGEL / 3.23
11.14.25

11/14 OUTPROG - PD - FRR / URGENT

RECEIVED
NOV 14 2025

BY: Mark 4:19

11/21 OUTPROG PD SJHMS 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)
6th 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																	
November 16, 2025 (Sunday)	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																	
November 17- 21, 2025	Whole day	International Korean Education Youth Camp Activities (See detailed program below from International Korean Education Foundation)																	
<table border="1"> <thead> <tr> <th>Date</th><th>Program Detail</th><th>Comments</th></tr> </thead> <tbody> <tr> <td>Preliminary Training (10.31-11.2)</td><td> <ul style="list-style-type: none"> - Korean Literature Appreciation Presentations (preliminary round) - Preparatory training on topics such as performances of Korean culture and art - Preparation period for the Main Program </td><td> <ul style="list-style-type: none"> - Real-time training (Online, 4-6 hours per day) - Groups will be divided by levels </td></tr> <tr> <td rowspan="5">Main Program (11.17-11.21)</td><td> Day 1 Korean language assessment, Orientation (group introduction), Safety training, Special lecture on Korean history and culture, Practice for cultural and artistic performance </td><td>- Airport greeting</td></tr> <tr> <td> 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 </td><td></td></tr> <tr> <td> Day 3 Korean historical and cultural experience (Hana Bank tour, Kyongbok Palace, Hangul Museum, the Namsan Tower) </td><td></td></tr> <tr> <td> Day 4 Awards Ceremony for the Korean Literature Appreciation Presentations, K-POP Audition Program </td><td></td></tr> <tr> <td> Day 5 Comprehensive discussion and satisfaction survey </td><td>- Airport send-off</td></tr> </tbody> </table>			Date	Program Detail	Comments	Preliminary Training (10.31-11.2)	<ul style="list-style-type: none"> - Korean Literature Appreciation Presentations (preliminary round) - Preparatory training on topics such as performances of Korean culture and art - Preparation period for the Main Program 	<ul style="list-style-type: none"> - Real-time training (Online, 4-6 hours per day) - Groups will be divided by levels 	Main Program (11.17-11.21)	Day 1 Korean language assessment, Orientation (group introduction), 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 Namsan 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
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November 21, 2025 (Friday)	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																	