**Republic of the Philippines**

**Department of Education**

**REGION X – NORTHERN MINDANAO**

**DIVISION OF MALAYBALAY CITY**

*Sayre Highway, Purok 6, Casisang., Malaybalay City*

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| CONTROL NO:**AUTHORITY TO TRAVEL****DISTRICT/SCHOOL:**  |
| **Date of Filing** |  |
| **Name** |  |
| **Position/Designation** |  |
| **Permanent Station** |  |
| **Purpose of Travel** |  |
| **Activity Organized/****Sponsored by** |  |
| **Period covered****(**inclusive of Travel Time**)** |  |
| **Please Check** | Official Business Official Time |
| **Venue/Destination** |  |
| **Expenses Covered** |  |
| **Fund Source****(Pap Code/…)** |  |
| **Recommending Approval:**School HeadDate : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Approved :** **REBONFAMIL R. BAGUIO**Schools Division SuperintendentDate : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |