**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 Head  Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **Approved :**    **REBONFAMIL R. BAGUIO**  Schools Division Superintendent  Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |