**ANNEX D** 

Republic of the Philippines

**Department of Education**

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| **CONTROL NO.****TRAVEL AUTHORITY FOR PERSONAL TRAVEL** **REGION X****DIVISION OF MALAYBALAY CITY** |
| **NAME** |  |
| **Position/ Designation** |  |
| **Permanent Station** |  |
| **Purpose of Travel**  |  |
| **Activity Organized/****Sponsored By** |  |
| **Period Covered** |  |
| **Fund Source****(Pap Code/…)** |  |
| *I hereby attest that the information in this form and in the supporting documents attached are true and correct.***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name and signature of Requesting Employee |
| **RECOMMENDING APPROVAL:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name and Signature of Approving Authority |
| **APPROVED:****DR. ARTURO B. BAYOCOT, CESO III**Name and Signature of Approving Authority |