**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 | |