

**ANNEX A**



<b>CONTROL NO.</b>
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Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

<b><u>TRAVEL AUTHORITY FOR OFFICIAL TRAVEL</u></b>	
<b>NAME</b>	
<b>Position/ Designation</b>	
<b>Permanent Station</b>	
<b>Purpose of Travel</b> (must be supported by attachments)	
<b>Host of Activity</b>	
<b>Inclusive Dates</b>	
<b>Destination</b>	
<b>Fund Source</b>	
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
_____ Name and signature of Requesting Employee	_____ 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>	
_____ Name and Signature of Recommending Authority	_____ Date
<b>APPROVED:</b>	
_____ Name and Signature of Approving Authority	_____ Date