

ANNEX D



CONTROL NO.

Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

TRAVEL AUTHORITY FOR PERSONAL TRAVEL

NAME

Position/ Designation

Permanent Station

Inclusive Dates

Destination

I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.

Name and Signature of Requesting Employee

Date

APPROVED:

Name and Signature of Approving Authority

Date