



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify in the absence of Mr./Ms. _____, while he/she is on travel abroad from _____ to _____ at _____, his/her assignments shall be handled by the following employee/s:

ASSIGNMENT / TASK	ALTERNATE/ SUBSTITUTE	CONFORMED (alternate/substitute must affix signature here)

This is to ensure that classes and /or the operations of this Division are not hampered during the travel of the above-named employee.

This certification is issued to support the employee's request for authority to travel abroad.

Issued this _____ day of _____ at DepEd, Division Office, Casisang Malaybalay City, Bukidnon.

CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent



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