|  |  |
| --- | --- |
| **NAME** |  |
| **Position/Designation** |  |
| **Permanent Station** |  |
| **Purpose of Travel** (must be supported by attachments) |  |
| **Please Check** |  Official Business Official Time/ |
| **Date and Time** |  |
| **Destination** |  |
|  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Signature of Requesting EmployeeDate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Approved:** **­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head of Office or his/her Authorized  RepresentativeDate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

CERTIFICATION

**To the concerned:**

 This is to certify that the above-named Deped Official/personnel has visited or appeared in this Office/place for the purpose and during the date and time stated above.

 Name and Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Position/Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Office:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_