|  |  |  |
| --- | --- | --- |
| **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 Employee  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **Approved:**  **­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Head of Office or his/her Authorized  Representative  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_