

**CONTROL NO**.

Republic of the Philippines

Department of Education

**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**  **BENEDICTA B. GAMATERO PhD, CESO V**  Schools Division Superintendent  *Name and Signature of Approving Authority Date* | |