|  |
| --- |
| **CONTROL NUMBER****AUTHORITY TO TRAVEL****REGION: VII****BUREAU/DIVISION: DEPED, SCHOOLS DIVISION OF NEGROS ORIENTAL** |
| **Date of Filing** |  |
| **Name** |  |
| **Position/Designation** |  |
| **Permanent Station** |  |
| **Purpose of Travel** |  |
| **Activity Organized/ Sponsored By** |  |
| **Period Covered***(Inclusive of Travel Time)* |  |
| **Please Check** |  Official Business Official Time |
| **Venue / Destination** |  |
| **Expenses Covered** | xxx(subject to the usual accounting and auditing rules and regulations) |
| **Fund Source****(PAP Code/….)** | MOOE/ Local Fund |
| **Recommending Approval:**Name of PSDSDate:  | **Approved:****NAME OF SCHOOL HEAD**School HeadDate:  |