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| **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 PSDS  Date: | | **Approved:**  **NAME OF SCHOOL HEAD**  School Head  Date: |