**T.O No. \_\_\_\_\_\_-\_\_\_\_\_\_\_**

**Series of \_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Date**

**TRAVEL ORDER FORM**

**TEODY C. SAN ANDRES, Ph. D**

**President**

**The University**

AUTHORITY is hereby given for the travel on official () business () time of:

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To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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For the following reason(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Expenses incident to this travel, if in official business, shall be charged against the University funds subject to the usual accounting and auditing rules and regulations.

KENO C. PIAD, DIT

**Unit Head/Director/College Dean/VP  
Printed Name**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Designation**

APPROVED:

TEODY C. SAN ANDRES, Ph.D.

**University President**

By Authority of the University President

TEODY C. SAN ANDRES, Ph.D.

**Vice President Academic Affairs**

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**C E R T I F I C A T E O F A P P E A R A N C E**

This certification is issued in compliance with Section 16 of Executive Order No. 248 as amended by Executive Order No. 248 – A and implemented by Commission on Audit (COA) Circular No. 96-004, as evidence of the appearance of:

Agency Visited: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signature over Printed Name**

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**Designation**

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