

**Republic of the Philippines**

**Department of Education  
REGION III – Central Luzon   
Schools Division of Tarlac Province**

**Capas West District**

**STA. JULIANA HIGH SCHOOL**

**(O’ DONNELL HIGH SCHOOL ANNEX)**

**Sta. Juliana, Capas, Tarlac**

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

|  |  |
| --- | --- |
| **NAME** |  |
| **Position/ Designation** |  |
| **Permanent Station** |  |
| **Purpose of Travel**  (must be supported by attachments) |  |
| **Host of Activity** |  |
| **Inclusive Dates** |  |
| **Destination** |  |
| **Fund Source** |  |
| *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**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and Signature of School Head Date | |