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**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** | | | | | | |
|  | |  | |  |  |  |
|  | | Name and Signature of Approving Authority | |  | *Date* |  |