**TRAVEL ORDER**

No. \_\_\_\_\_\_\_\_, s. 2024

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Filing** |  | | | | | | |
| **Name/Position** |  | | | | |  | |
| **Permanent Station**  *(School/Unit/Section)* |  | | | | | | |
| **Purpose of Travel** |  | | | | | | |
| **Activity Organized/ Sponsored By** |  | | | | | | |
| **Period Covered** *(Inclusive of travel dates)* |  | | | | | | |
| **Please check** | Official Business  Official Time | | | | | | |
| **Venue Destination** |  | | | | | | |
| **Expenses Covered** |  | | | | | | |
| **Travel References** |  | | | | | | |
| **Fund Source**  *(subject to availability of funds and the usual accounting and auditing rules and regulations)* |  | Division MOOE | | |  | | HRTD Funds |
|  | School MOOE | | |  | | SEF |
|  | Other Funds: |  | | | | |
| **Recommending Approval:**  **ROEL T. DIAMANTE, PhD, CESE**  Asst. Schools Division Superintendent  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | **Approved:**  **KAREN L. GALANIDA, PhD, CESO V**  Schools Division Superintendent  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |