

**CENTRAL PHILIPPINE UNIVERSITY
Human Resource and Development Office**

FORM FOR OFFICIAL TRAVEL/SCHOOL BUSINESS

Date filed: _____

Name: _____

Unit/Office: _____

Period: _____ Venue: _____

Purpose: _____

OIC / Substitute (if any): _____

Approved:

Signature of Employee

Signature over printed name of Unit/Office Head

NOTE:

Please attach a photocopy of the letter of invitation from the sponsoring agency or any supporting documents.

HRDO Director

*cc: 201 file
Unit Head
VPFE
HRDO*

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