

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
Pagadian City

APPENDIX B

Agency Head

Date

Position

I certify that I have completed the travel authorized in itinerary travel dated _____ under the conditions indicated below:

- _____ Strictly in accordance with the approved itinerary
- _____ Cut short as explained below. Excess payment in the amount dated _____
- _____ Extended as explained below. Additional itinerary was submitted
- _____ Other deviations as explained below.

Explanations or Justifications:

Evidence of travel hereto:

1. Itinerary of travel
2. Certificate of Appearance
3. Travel Order

Respectfully submitted:

Name of Employee

In evidence and information of which I have knowledge, the travel was actually undertaken.

Approved:

Regional Director

