**TRAVEL REPORT**

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| For: | Thru: |  |
| **RENANTE A. EGCAS, Ph. D.** | **ADYBIER M. LOBATON, Ph.D.** | **(Dean or Director)** |
| President | Vice President for Administration | Dean or Director |
| Prepared by: | Noted: |  |
| **JUAN DELA CRUZ** | **(Department Chairperson/Section Head)** | |
|  | Department Chairperson/Section Head | |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Title of Meeting or Workshop: |  | |
| Sponsoring/Implementing/ Host Agency: |  | |
| Date of Travel/Duration: |  | |
| Venue: |  | |
| Objectives of the Meeting or Workshop: | | |
|  | | |
| Agenda and Expected Outputs: | | |
|  | | |
| Highlights of the Workshop/Meeting: | | |
|  | | |
| Nature of Participation: (as a discussant, presiding officer, etc) | | |
|  | | |
| Topics discussed or Agreements Made | | |
|  | | |
| Output: (also attach a copy of the output) | | |
|  | | |
| Follow through Actions: | | |