*Ref. No. OP-2024-004*

Date: April 11, 2024

**TRAVEL ORDER**

*No. \_\_\_\_\_\_\_\_\_\_\_\_\_*

|  |  |
| --- | --- |
| Name: | **Juan De la Cruz** |
| Designation: | Staff |
| Destination: | Bacolod City |
| Departure: | April 12, 2024 |
| Date of Return: | April 13, 2024 |
| Purpose: | To attend meeting at hotel in Bacolod City on April 12, 2024 |
| Per Diem: |  |
| Remarks: | Official Time |

Noted:

**HEAD OF THE OFFICE**

Office

Recommending Approval:

**JOCELYN D. BANTIGUE, Ph.D.**

VP for Academic Affairs

**ADYBIER M. LOBATON, Ph.D.**

VP for Administration

Approved:

**RENANTE A. EGCAS, Ph.D.**

SUC II President