



OFFICIAL BUSINESS FORM

Date of Application: _____

HRDO Form #004 Series 2023

PERSONAL INFORMATION				<input type="checkbox"/> Employee <input type="checkbox"/> Faculty
Full Name	Surname Given Name Middle Initial			Employee / Faculty ID Number
	Office Designation (for Employee) <input type="checkbox"/> Registrar's Office <input type="checkbox"/> Finance Office <input type="checkbox"/> VPAA <input type="checkbox"/> HRDO <input type="checkbox"/> WASTFI <input type="checkbox"/> Library <input type="checkbox"/> Others: _____			
Position	Department			
Purpose of Travel / Trip / Tour				
Date:	Departure Time:			
Destination:	Time of Return:			
<i>Requested by:</i>		<i>Endorsed by:</i>		<i>Approved by:</i>
_____ Signature of applicant over printed name		_____ Signature of immediate supervisor over printed name		Marites D. Manlongat, PhD VP for Administration and Finance

✂️ ----- Cut -----



OFFICIAL BUSINESS FORM

Date of Application: _____

HRDO Form #004 Series 2023

PERSONAL INFORMATION				<input type="checkbox"/> Employee <input type="checkbox"/> Faculty
Full Name	Surname Given Name Middle Initial			Employee / Faculty ID Number
	Office Designation (for Employee) <input type="checkbox"/> Registrar's Office <input type="checkbox"/> Finance Office <input type="checkbox"/> VPAA <input type="checkbox"/> HRDO <input type="checkbox"/> WASTFI <input type="checkbox"/> Library <input type="checkbox"/> Others: _____			
Position	Department			
Purpose of Travel / Trip / Tour				
Date:	Departure Time:			
Destination:	Time of Return:			
<i>Requested by:</i>		<i>Endorsed by:</i>		<i>Approved by:</i>
_____ Signature of applicant over printed name		_____ Signature of immediate supervisor over printed name		Marites D. Manlongat, PhD VP for Administration and Finance