Date

**AMBROSIO B. CULTURA, PhD**

University System President

Dear Dr. Cultura:

I would like to request your good office the approval of my **personal travel/engagemen**t and the issuance of the Authority to Travel Abroad to (country) from (date).

For the abovementioned dates, rest assured that I already arranged my responsibilities prior to my departure. This has been made known to my direct supervisors and that I already requested someone/Officer in Charge to take my post while I am gone. Included as part of the requirements for travel, are the Affidavit and the Approved Leave of Absence. Make-up classes will also be conducted should there be scheduled classes that will be affected.

I am hoping for your affirmative response to this request.

Respectfully,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Requisitioner

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Immediate Head

Recommending Approval:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

HRMU

**RAMIR PHILIP JONES V. SONSONA, DA**

Director for International Affairs, USTP System

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Chancellor/Campus Director

\* Coursed through IA Office after signed by Chancellor/Campus Director.

Approved by:

**AMBROSIO B. CULTURA, II, PhD**

University System President