	Republic of the Philippines BULACAN AGRICULTURAL STATE COLLEGE Pinaod, San Ildefonso, Bulacan		Document No. BASC-GEN-QSF-03a	
			Revision No.: 00	
			Version No. 2	
			Effectivity Date: 07/22/2019	
Name of Faculty/Employee				
Institute/Office:				
Position/ Designation:				
Purpose of Travel:				
Destination:				
Duration:				
Conditionalties:		On Official Business , all expenses incurred during your travel are chargeable against the College fund subject to availability of funds and the usual accounting and auditing rules and regulations. <i>Note: A report should be submitted upon termination of the mission for which this Travel Order was issued.</i>		
Mode of Transportation:		BASC Vehicle	Plate No.:	
		Others	Specify	
Time of departure:			Arrival	
Recommending Approval: _____ (Signature over printed Name of the Head of Unit)		APPROVED: _____ JAMESON H.TAN, Ed.D. College President		

CERTIFICATE OF APPEARANCE

This is to certify that _____ of the Bulacan Agricultural State College, appeared in this Office on _____ for the purpose of _____.


This is issued in compliance to the Republic Act No.3847, implemented by the General Auditing Office Circular No. 88A, as the evidence of the appearance.

Certifying Officer: _____

Signature over Printed Name

Designation

Tracking No.: _____

	Republic of the Philippines BULACAN AGRICULTURAL STATE COLLEGE Pinaod, San Ildefonso, Bulacan			Document No. BASC-GEN-QSF-03b
				Revision No.: 00
	AUTHORITY TO TRAVEL (Official Time)			Version No. 3
				Effectivity Date: 07/22/2019
Name of Faculty/Employee:				
Institute/Office				
Position/Designation:				
Purpose of Travel:				
Destination:				
Duration:				
Conditionalities:	On Official Time only : (NO EXPENSE to be incurred by the College)			
Mode of Transportation:		BASC Vehicle	Plate No.:	
		Others	Specify	
Time of departure:			Arrival	
Recommending Approval: _____ (Signature over printed Name of the Head of Unit)		APPROVED: _____ JAMESON H.TAN, Ed.D. College President		

CERTIFICATE OF APPEARANCE

This is to certify that _____
 of the Bulacan Agricultural State College, appeared in this Office on _____ for the
 purpose of _____.

This is issued in compliance to the Republic Act No.3847, implemented by the General
 Auditing Office Circular No. 88A, as the evidence of the appearance.

Certifying Officer: _____
 Signature over Printed Name

 Designation

Tracking No.: _____