

**CENTRAL PHILIPPINE UNIVERSITY  
HUMAN RESOURCE AND DEVELOPMENT OFFICE**

**FORM FOR OFFICIAL TRAVEL/SCHOOL BUSINESS**

Date filed: \_\_\_\_\_

Name: \_\_\_\_\_

Unit/Office: \_\_\_\_\_

Period: \_\_\_\_\_ Venue: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

OIC / Substitute (if any): \_\_\_\_\_

Approved:

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature over printed name of Unit/Office Head

**NOTE:**

Please attach a photocopy of the letter of invitation from the sponsoring agency or any supporting documents.

\_\_\_\_\_  
HRDO Director

*cc: 201 file, Unit Head, VPFE, HRDO*

*CPU-HRD-Form 56  
Rev 01 Effectivity: June 1, 2024*

---

**CENTRAL PHILIPPINE UNIVERSITY  
HUMAN RESOURCE AND DEVELOPMENT OFFICE**

**FORM FOR OFFICIAL TRAVEL/SCHOOL BUSINESS**

Date filed: \_\_\_\_\_

Name: \_\_\_\_\_

Unit/Office: \_\_\_\_\_

Period: \_\_\_\_\_ Venue: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

Approved:

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature over printed name of Unit/Office Head

**NOTE:**

Please attach a photocopy of the letter of invitation from the sponsoring agency or any supporting documents.

\_\_\_\_\_  
HRDO Director

*cc: 201 file, Unit Head, VPFE, HRDO*

*CPU-HRD-Form 56  
Rev 01 Effectivity: June 1, 2024*