**CERTIFICATION**

**TO WHOM IT MAY CONCERN:**

This is to certify that in the absence of Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, while he/she is on travel abroad from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, his/her assignments shall be handled by the following employee/s:

|  |  |  |
| --- | --- | --- |
| ASSIGNMENT/ TASK | ALTERNATE/ SUBSTITUTE | CONFORMED*(Alternate/substitute must affix signature here)* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

This is to ensure that classes and classes and/or the operations of this Division are not hampered during the travel of the above-name employee.

This certification is issued to support the employee’s request for authority to travel abroad.

Issued this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 2023 at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**RANDOLPH B. TORTOLA**

Schools Division Superintendent