**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 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/or the operations of this Division are not hampered during the travel of the above-named employee.

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

Issued this \_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Recommended by:

**SIGNATURE OVER PRINTED NAME**

School Head

**RANDOLPH B. TORTOLA**

Schools Division Superintendent