

Processing of LGU Request for Authority to Conduct Lakbay Aral

REQUIRED DOCUMENTS
<ol style="list-style-type: none">1. Approved Itinerary of Travel;2. Approved Travel Orders of the Participants;3. Prior Confirmation from the Host LGU(s) or Institutions;4. Official List of Participants, their Designation and Official Station;5. Local League/Association Resolution Approving/Adopting The Proposed Activity (if the organizer is local league or association);6. Certification by the C/MLGOO concerned that the Proposed Activity is included in the Current Capacity Development Agenda (CapDev) of the Participating LGU(s); and7. Issuance/s designating the Officer/s In-Charge in view of the Official Travel of Head/s of Office/s;