



OFFICIAL BUSINESS AUTHORIZATION/CERTIFICATION FORM (OBA/CF)

ADTP, Annex 1, OBA/CF

OFFICIAL BUSINESS AUTHORIZATION

OFFICIAL BUSINESS CERTIFICATION

DATE OF OFFICIAL BUSINESS : Feb. 7, 2026

PURPOSE OF OFFICIAL BUSINESS : Introductory Course and Practical Training for Mitsubishi Skills Olympics

NAME/POSITION OF PERSON TO BE VISITED : Van Van Raeho

LOCATION/ADDRESS : Mitsubishi Warkoczulq

INCLUSIVE TIME OF OB TRANSACTION : START 8:30am END: 5:30pm

OFFICE DEPARTURE TIME 8:30am ARRIVAL \_\_\_\_\_

DESTINATION ARRIVAL TIME \_\_\_\_\_ DEPARTURE \_\_\_\_\_

APPLICABLE BENEFIT :

With Transportation Allowance P \_\_\_\_\_  Without TA

With Meal Allowance P \_\_\_\_\_  Without MA

With Company vehicle/Gas PO \_\_\_\_\_ liters

Requested by/Date filed : [Signature]

NAME/SIGNATURE OF EMPLOYEE : MIRA EBR RAMOS 102/1724

NAME/SIGNATURE OF IMMEDIATE HEAD \_\_\_\_\_

Approved by/Date: \_\_\_\_\_

NAME/SIGNATURE OF NEXT-HIGHER HEAD : REYBER C. H.

\*\* To be accomplished in duplicate copies : 1 HRD-201 File, 1 employee Revised form as of August 29, 2024

ACTUAL DATE OF OFFICIAL BUSINESS : Feb. 7, 2026

ACTUAL PURPOSE OF OFFICIAL BUSINESS : Introductory Course and Practical Training for Mitsubishi Skills Olympics

NAME/POSITION OF PERSON VISITED : Van Van Raeho

LOCATION/ADDRESS : MVAL

INCLUSIVE TIME OF OB TRANSACTION : STARTED 8:30am ENDED: 5:30pm

ACTUAL OFFICE DEPARTURE TIME: \_\_\_\_\_ ARRIVAL \_\_\_\_\_

DESTINATION ARRIVAL TIME \_\_\_\_\_ DEPARTURE \_\_\_\_\_

ACTUAL BENEFITS/EXPENSES :

With Transportation Allowance P \_\_\_\_\_  Without TA

With Meal Allowance P \_\_\_\_\_  Without MA

With Company vehicle/Gas PO \_\_\_\_\_ liters

CERTIFICATION OF ACTUAL SERVICES RENDERED (For Dealership/Company):

Service completed  Partially Completed  Not Completed

NAME/SIGNATURE OF PERSON/UNIT HEAD VISITED OR WHERE SERVICE WAS PROVIDED \_\_\_\_\_

Submitted by/Date: [Signature]

NAME/SIGNATURE OF EMPLOYEE : MIRA EBR RAMOS 102/1724

NAME/SIGNATURE OF IMMEDIATE HEAD \_\_\_\_\_

Received by/Date: \_\_\_\_\_

MR ASSISTANT/OFFICER \_\_\_\_\_