**TRAVEL ORDER**

February, 2026

**MEMORANDUM TO:**

**MARK IAN D. VILLANUEVA** - SENIOR COMPUTER SERVICES PROGRAMMER

**RONEI -** OFFICE EQUIPMENT TECHNICIAN A

You are hereby directed to proceed to the **NIA UPRIIS Division IV Office, Gapan City, Nueva Ecija**, on **January 21, 2026**, to assess requirements for the procurement and installation of CCTV cameras and assist on other ICT related concerns. You are expected to return to your official station on January 22, 2026, upon completion of the aforementioned activities.

You shall use land/air transportation and your traveling expenses shall be charged against any available funds, subject to the usual accounting and auditing rules and regulations.

Approved:

**ENGR. ALVIN L. MANUEL**

Acting Department Manager, UPRIIS

MENL- RRC- ALM-