

T.O. _____
VOU. NO. _____
DATE: _____

TRAVEL ORDER / ITINERARY OF TRAVEL AND PAYMENT ORDER

NAME		POSITION		DEPARTMENT		OFFICIAL STATION		RESIDENCE			
MARLON S. PRIETO		Resident Manager		BHYH-OPED							
PURPOSE OF TRAVEL:		1 Pickup Hotel appliances 2 Discuss w/ ACOO and OPED DM re water system of BHYH and preparation of Mt Data									
DATE		PLACE TO BE VISITED (DESTINATION)		TIME TRAVEL DEPARTURE ARRIVAL		MEANS OF TRANSPORTATION		TRAVELLING ALLOWANCE			
May 30, 2021		Banaue, Ifugao - Manila		8:00AM 5:00PM		Official Vehicle		2,200.00			
May 31, 2021		Still in Manila						2,200.00			
June 1, 2021		Still in Manila						2,200.00			
June 2, 2021		Still in Manila						2,200.00			
June 3, 2021		Manila - Banaue, Ifugao		8:00AM 5:00PM		Official Vehicle		900.00			
T.O. Chargeable to:						GRAND TOTAL:		Php 9,700.00			
MEALS AND ACCOMMODATION				PLS. CHECK		I CERTIFY THAT, a) I have reviewed the foregoing itinerary, b) the travel is necessary to the service, c) the period covered is reasonable, d) the expenses are proper. <div style="text-align: right;">Atty. MariaTeresa C. Alvarez MANAGER - OPERATIONS DEPARTMENT</div>					
Will avail meals and accommodation											
Will avail accommodation only											
Will avail meals only											
Will NOT avail meals and accommodation				✓							
HOTEL ACCOMMODATION		FROM		TO		APPROVED: <div style="text-align: center;">JETRO NICOLAS F. LOZADA ACOO - ASSETS MANAGEMENT SECTOR</div> <div style="text-align: center;">AUDITOR</div>					
ACCOUNT NAME		CODE		DEBIT		CREDIT					
Travelling Expense		751		9,700.00							
Petty Cash Fund		104				9,700.00					
FUNDS AVAILABLE:		Php 9,700.00									
<div style="text-align: center;">SHERIDAN CLAIRE M. ABUL Sr. Corp. Accts. Analyst</div>											
Received from TIEZA Cashier the amount of Php				9,700.00		REMARKS / COMMENTS:					
MARLON S. PRIETO OFFICER / EMPLOYEE											
CHECK NUMBER		DATE		AMOUNT		FARE BREAKDOWN:		AMOUNT			
PAID IN		CASH		CHECK							
FINANCIAL SERVICES DEPARTMENT											
RECEIVED		FUNDED		RELEASED							
DATE		DATE		DATE							
TIME		TIME		TIME							
NAME		NAME		NAME		TOTAL FARE:		Php -			
SIGN		SIGN		SIGN		NOTE:					



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

SPECIAL DUTY ORDER

This is to certify that **MR. MARLON S. PRIETO** is a bonafide employee of the Tourism Infrastructure and Enterprise Zone Authority (TIEZA) – Banaue Hotel & Youth Hostel (BHYH).

As part of TIEZA's workforce, he is an **AUTHORIZED PERSONNEL** directed to be **ON-DUTY and to travel to and from TIEZA Head Office** located at the **6th and 7th floor of the Double Dragon Meridian Park, EDSA Extension corner Macapagal Avenue, Pasay City** on May 30 - June 3, 2021


JETRO NICOLAS FLOZABA
Assistant Chief Operating Officer
Assets Management Sector



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

June 03, 2021

Date

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that Mr. / Ms. Marlon S. Prieto

appeared in this office / place, Operations Department

on May 30 - June 03, 2021

for the following purposes: To pick up Hotel Appliances

To discuss w/ ACOO and OPED DM re. water system of BHYH and
preparation of Mt. Data

Name: Atty. Maria Teresa C. Alvarez

Designation: Manager

Office: Operations Department

