



TIEZA
INFRASTRUCTURE
ENTERPRISE
ZONE
AUTHORITY

Banaue Hotel
& Youth Hostel
Banaue, Ifugao, Philippines 3601



TIEZA FORM 249
Revised 2017

T.O. # 21-05-005
VO. #
DATE: May 24, 2021

TRAVEL ORDER / ITINERARY OF TRAVEL AND PAYMENT ORDER

NAME	POSITION	DEPARTMENT	OFFICIAL STATION	RESIDENCE
Reynaldo R. Ramirez	Driver/Purchaser	BHYH - OPED	BANAUE, IFUGAO	

PURPOSE OF TRAVEL: To driver for the manager and purchase hotel supplies.

DATE	PLACE TO BE VISITED (DESTINATION)	TIME TRAVEL		MEANS OF TRANSPORTATION	TRAVELLING ALLOWANCE	
		DEPARTURE	ARRIVAL			
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 01, 2021	Still in Manila					2,200.00
June 02, 2021	Still in Manila					2,200.00
June 03, 2021	Manila- Banaue	8:00AM	5:00PM	Official Vehicle		900.00

T.O. Chargeable to: GRAND TOTAL: Php 9,700.00

MEALS AND ACCOMMODATION	PLS. CHECK
Will avail meals and accommodation	
Will avail accommodation only	
Will avail meals only	
Will NOT avail meals and accommodation	✓

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.

HOTEL ACCOMMODATION	FROM	TO

APPROVED:

ACCOUNT NAME	CODE	DEBIT	CREDIT
Travelling Expense	751	9,700.00	
Petty Cash Fund	104		9,700.00

FUNDS AVAILABLE: Php 9,700.00

SHERIDAN CLAIRE M. ABUL

Sr Corp. Accts. Analyst

Received from TIEZA Cashier the amount of Php 9,700.00

REMARKS / COMMENTS:

Reynaldo R. Ramirez

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:	

MARLON S. PRIETO
RESIDENT MANAGER




Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

SPECIAL DUTY ORDER

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

As part of TIEZA's Skeletal 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** from May 30 – June 3, 2021.


JETRE NICOLAS FLOZADA
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. Reynaldo Ramirez

appeared in this office / place, Operations Department

on May 30 - June 03, 2021

for the following purposes: To drive for the Manager and purchase hotel supplies

Name: Atty. Maria Teresa C. Alvarez

Designation: Manager

Office: Operations Department

