



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

NATIONAL COMMISSION ON INDIGENOUS PEOPLES

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Date: 2025-10-13

Fund Cluster: 01_RF

TRAVEL ORDER

Employee : Salud Dalog
Official Station : Sudipen Community Service Center
Date/s of Official Travel : 2025-10-16 to 2025-10-25
Place/s of Travel : sample
Purpose/s of Travel : sample
Specific Role/s : sample
Distance (in KM) : 1

Appendix 45

ITINERARY OF TRAVEL

Date	Destination	Departure	Arrival	Means of Transportation	Transpo	Per Diem	Others	Total
2025-10-25	sample	07:26	07:27	Tricycle	100	100	100	300

Prepared by


Salud Dalog

Administrative Aide III

Traveling expenses shall be subject to EO 77. All expenses necessary for the travel shall be charged to the

01 RF

(Source of fund)

It is understood that a report shall be submitted upon completion of this travel.

I certify that:

- (1) I have reviewed the foregoing itinerary
- (2) The travel is necessary for the service;
- (3) The period covered is reasonable; and
- (4) The expenses claimed are proper.

Action Taken:

- ☐ Approved:
☐ On Official Time
☐ On Official Business
☐ Disapproved due to
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