



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

NATIONAL COMMISSION ON INDIGENOUS PEOPLES

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Date:2025-11-04

Fund Cluster:01_RF

TRAVEL ORDER

Employee : Jezlyn Rosario, Josie Rosario
Official Station : Regional Office-ORD
Date/s of Official Travel : 2025-11-07 to 2025-11-08
Place/s of Travel : sample
Purpose/s of Travel : Attend or Participate in Official Activities, Trainings, or Seminars
Specific Role/s : Organizer
Distance (in KM) : 99

Appendix 45

ITINERARY OF TRAVEL

Date	Destination	Departure	Arrival	Means of Transportation	Transpo	Per Diem	Others	Total
2025-11-07	sample	10:31	10:33	Tricycle	100	900	100	1100

Prepared by

Jezlyn Rosario

Administrative Assistant II

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

Action Taken:

- Approved:
 On Official Time
 On Official Business

for the service;
(3) The period covered is reasonable; and
(4) The expenses claimed are proper.

[] Disapproved due to _____