



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

NATIONAL COMMISSION ON INDIGENOUS PEOPLES

Mode of Filing: NOT_IMMEDIATE

Date: 2025-11-04

Fund Cluster: 01_RF

TRAVEL ORDER

Employee : jezterpaulrosario roasrio
Official Station : Sudipen Community Service Center
Date/s of Official Travel : 2025-11-30 to 2025-12-01
Place/s of Travel : sample
Purpose/s of Travel : Purpose ID: 4
Specific Role/s : Role ID: 1
Distance (in KM) : 50

Appendix 45

ITINERARY OF TRAVEL

Date	Destination	Departure	Arrival	Means of Transportation	Transpo	Per Diem	Others	Total
2025-11-30	sample1	01:00	02:51	Tricycle	50	2200	0.00	2250
2025-11-30	sample1.2	01:01	01:05	Tricycle	50	0.00	0.00	50
2025-12-01	sample1.22	15:45	15:50	Official vehicle	0.00	1100	99.99	1199.99

Prepared by

jezterpaulrosario roasrio

Chief Administrative Officer

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

Action Taken:

[] Approved:

foregoing itinerary

(2) The travel is necessary
for the service;

(3) The period covered is
reasonable; and

(4) The expenses claimed
are proper.

☐ On Official Time

☐ On Official Business

☐ Disapproved due to
