



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

NATIONAL COMMISSION ON INDIGENOUS PEOPLES

Mode of Filing: NOT_IMMEDIATE

Date: 2025-10-16

Fund Cluster: 01_RF

TRAVEL ORDER

Employee : Genielee Manzano
Official Station : Urdaneta Community Service Center
Date/s of Official Travel : 2025-10-20 to 2025-10-25
Place/s of Travel : yyy
Purpose/s of Travel : yyy
Specific Role/s : yyy
Distance (in KM) : 1

Appendix 45

ITINERARY OF TRAVEL

Date	Destination	Departure	Arrival	Means of Transportation	Transpo	Per Diem	Others	Total
2025-10-25	yyy	10:53	10:54	Tricycle	111	111	111	333

Prepared by

Genielee Manzano

Accountant 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;

Action Taken:

- ☐ Approved:
☐ On Official Time
☐ On Official Business

(3) The period covered is reasonable; and

(4) The expenses claimed are proper.

[] Disapproved due to

