



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

NATIONAL COMMISSION ON INDIGENOUS PEOPLES

Mode of Filing:NOT_IMMEDIATE

Date:2025-10-13

Fund Cluster:07_TF

TRAVEL ORDER

Employee : Jomar Aliba, Dr. Enrique De Los Santos
Official Station : Sudipen Community Service Center
Date/s of Official Travel : 2025-10-16 to 2025-10-18
Place/s of Travel : Sampaloc, Manila, Metro Manila, National Capital Region (NCR)
Purpose/s of Travel : sample
Specific Role/s : sample
Distance (in KM) : 1000

Appendix 45

ITINERARY OF TRAVEL

Date	Destination	Departure	Arrival	Means of Transportation	Transpo	Per Diem	Others	Total
2025-10-16		22:30	15:00	Official vehicle	120	120	120	360

Prepared by

Jomar Aliba

Administrative Aide I

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

07_TF

(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
