



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 | Depart-ture | Arrival | Means of Trans-<br>portation | Transpo | Per Diem | Others | Total |
|---------------|-------------|-------------|---------|------------------------------|---------|----------|--------|-------|
| 2025-10-25yyy |             | 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 \_\_\_\_\_

