



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

NATIONAL COMMISSION ON INDIGENOUS PEOPLES

Mode of Filing: IMMEDIATE

Date: 2025-11-03

Fund Cluster: 01_RF

TRAVEL ORDER

Employee : Genielee Manzano
Official Station : Urdaneta Community Service Center
Date/s of Official Travel : 2025-11-04 to 2025-11-04
Place/s of Travel : evidence
Purpose/s of Travel : auto saving1.1
Specific Role/s : auto saving1.1
Distance (in KM) : 100

Appendix 45

ITINERARY OF TRAVEL

Date	Destination	Depart-ture	Arrival	Means of Trans- portation	Transpo	Per Diem	Others	Total
2025-11-04	auto sav-ing1.1	14:32	15:35	Tricycle	100	750	100	200

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

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
