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| **Learning & Information Technology Solution**s  The Penthouse, Townes Inc. 916, Antonio Arnaiz Avenue, San Lorenzo Village, Makati City  **ITINERARY FORM**   |  |  |  |  | | --- | --- | --- | --- | | **Name:** |  | | | | **Position:** |  | | | | **Group/Dept.** |  | | | | **Date Filed:** |  | | | |  | | | | | **Date** | Log In | Log Out | Reason | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  | | | | | **Prepared by:** | ***Employee's Name*** | | | | **Noted by:** | ***BU Head*** | | | | **Checked by:** | ***Jonathan P. Oira*** | | | | **Approved by:** | ***Lawrence Paul B. Pascual*** | | | |