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| **SUBMISSION** |
| Dear\_\_\_\_ (NAME OF THE REQUESTOR) ,  Your request for a travel authority is now being reviewedby our Action Officer in the Human Resource Development Division.  Please note that the HRDD still requires original copies of the approved request for travel authority and other relative requirements. You will soon receive your travel authority once the original copies are received by HRDD and upon approval of all relevant stakeholders.  If you have other information that may help in the evaluation process or details you may want to add, you can reach the HRD Team via [hrdd@dotr.gov.ph](mailto:hrdd@dotr.gov.ph).  To view the status of your request, visit DATMS, and click on REQUEST STATUS.  Thank you!  -HRD Travel Team   |  |  | | --- | --- | | **REQUEST DETAILS** | | | **Request Reference Number:** | FT-07-31-2020-01 | | **Request Date:** | 07/31/2020 2:40 PM | | **Requestor** | ICD | | **Name, Position, Agency/Office:** | Edgar C. Galvante, Assistant Secretary, LTO  Atty. Martin Delgra, Chairman, LTFRB | | **Program Title/Purpose:** | ASEAN Road Safety | | **Travel Dates:** | 1-5 August 2020 exclusive of travel time | | **Destination:** | Indonesia | |
| **PASSED EVALUATION BUT NO COPIES OF ORIGINAL DOCUS YET** |
| Hi, \_\_\_\_ (NAME OF THE REQUESTOR) !  We are pleased to inform you that the Action Officer assessing and evaluating your request for travel found your documents complete and accurate.  As the next step, the Action Officer will prepare pertinent documents relative to your travel.  Please be reminded to submit original copies of your approved request for travel authority and other relevant documents.  Thank you!  -HRD Travel Team   |  |  | | --- | --- | | **REQUEST DETAILS** | | | **Request Reference Number:** | FT-07-31-2020-01 | | **Request Date:** | 07/31/2020 2:40 PM | | **Requestor:** | ICD | | **Name, Position, Agency/Office:** | Edgar C. Galvante, Assistant Secretary, LTO  Atty. Martin Delgra, Chairman, LTFRB | | **Program Title/Purpose:** | ASEAN Road Safety | | **Travel Dates:** | 1-5 August 2020 exclusive of travel time | | **Destination:** | Indonesia | |
| **PASSED EVALUATION AND ORIGINAL COPIES SUBMITTED ALREADY** |
| Hi, \_\_\_\_ (NAME OF THE REQUESTOR) !  We are pleased to inform you that the Action Officer assessing and evaluating your request for travel found your documents complete and accurate. Moreover, original copies of your documents were already received.  As the next step, the Action Officer will prepare pertinent documents relative to your travel and will inform you immediately once the travel authority is available.  Thank you!   |  |  | | --- | --- | | **REQUEST DETAILS** | | | **Request Reference Number:** | FT-07-31-2020-01 | | **Request Date:** | 07/31/2020 2:40 PM | | **Requestor:** | ICD | | **Name, Position, Agency/Office:** | Edgar C. Galvante, Assistant Secretary, LTO  Atty. Martin Delgra, Chairman, LTFRB | | **Program Title/Purpose:** | ASEAN Road Safety | | **Travel Dates:** | 1-5 August 2020 exclusive of travel time | | **Destination:** | Indonesia | |
| **LACK DOCUMENTARY REQUIREMENT/ATTACHMENT** |
| Hi, \_\_\_\_ (NAME OF THE REQUESTOR) !  We would like to remind you of the pending documents reflected below that you need to provide the HRD so we can proceed with the travel process.  -Signed copy of the request to travel  -Certificate of no unliquidated cash advance (Settle unliquidated amount)  Kindly visit the DATMS and attach the requirements within the day.  Please note that failure to comply within the timeline would mean delay in the process.  Thank you!  -HRD Travel Team   |  |  | | --- | --- | | **REQUEST DETAILS** | | | **Request Reference Number:** | FT-07-31-2020-01 | | **Request Date:** | 07/31/2020 2:40 PM | | **Requestor:** | ICD | | **Name, Position, Agency/Office:** | Edgar C. Galvante, Assistant Secretary, LTO  Atty. Martin Delgra, Chairman, LTFRB | | **Program Title/Purpose:** | ASEAN Road Safety | | **Travel Dates:** | 1-5 August 2020 exclusive of travel time | | **Destination:** | Indonesia | |
| **RELEASE FROM HRDD** |
| Hi, \_\_\_\_ (NAME OF THE REQUESTOR) !  We are pleased to inform you that your travel documents including the travel authority were already routed to the concerned office for review and approval.  We will inform you immediately once the travel authority is approved and ready.  Thank you!  -HRD Travel Team   |  |  | | --- | --- | | **REQUEST DETAILS** | | | **Request Reference Number:** | FT-07-31-2020-01 | | **Request Date:** | 07/31/2020 2:40 PM | | **Requestor:** | ICD | | **Name, Position, Agency/Office:** | Edgar C. Galvante, Assistant Secretary, LTO  Atty. Martin Delgra, Chairman, LTFRB | | **Program Title/Purpose:** | ASEAN Road Safety | | **Travel Dates:** | 1-5 August 2020 exclusive of travel time | | **Destination:** | Indonesia | |
| **DOWNLOAD** |
| Hi, \_\_\_\_ (NAME OF THE REQUESTOR) !  We are pleased to inform you that your travel authority is already approved and available in the DATMS.  To check and download, visit DATMS and click on DOWNLOAD TA.  The hard copy is being mailed to your office today.  Safe travels.  -HRD Travel Team   |  |  | | --- | --- | | **REQUEST DETAILS** | | | **Request Reference Number:** | FT-07-31-2020-01 | | **Request Date:** | 07/31/2020 2:40 PM | | **Requestor:** | ICD | | **Name, Position, Agency/Office:** | Edgar C. Galvante, Assistant Secretary, LTO  Atty. Martin Delgra, Chairman, LTFRB | | **Program Title/Purpose:** | ASEAN Road Safety | | **Travel Dates:** | 1-5 August 2020 exclusive of travel time | | **Destination:** | Indonesia | |