



University of the Philippines

SYSTEM SUPPLY & PROPERTY MANAGEMENT OFFICE

Government Fares Agreement (GFA) Portal

REQUISITION NO.

000007

January 06, 2026

REQUISITION SLIP

I. TRAVELER INFORMATION

OFFICIAL NAME

Aaron Christian Basa

EMPLOYEE ID

12345

BIRTHDAY

Jan 06, 1990

UNIT OFFICE

Other

MOTHER UNIT

Office of the Vice President for Administration (OVPA)

DESIGNATION

test

CONTACT NUMBER

09918337116

EMAIL ADDRESS

ajbasa@up.edu.ph

UP MAIL

ajbasa@up.edu.ph

ADMIN OFFICER (REQUESTING STAFF)

test

II. TRAVEL & FLIGHT DETAILS

ORIGIN (DEPARTURE FROM)

Manila

DESTINATION (ARRIVAL AT)

BXU

PURPOSE OF TRAVEL

test

TRIP TYPE

One-Way

DEPARTURE SCHEDULE

Jan 08, 2026

RETURN SCHEDULE

One-Way Ticket

3:13 AM

AIRLINE

Philippine Airlines

SEAT CLASS

Economy

BAGGAGE

Hand-carry only

INSURANCE

YES

III. REQUESTING UNIT AUTHORIZATION

SUPERVISOR REMARKS

test

AARON CHRISTIAN BASA

TRAVELER'S SIGNATURE

TEST

IMMEDIATE SUPERVISOR

Date: 2026-01-05

IV. SPMO PROCESSING

RUBY ANN LUZ WADAWAD

PREPARED BY

GFA Document Preparer

AARON CHRISTIAN J. BASA

REVIEWED BY

SPMO Admin Officer

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APPROVED BY

SPMO Chief

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SYSTEM SUPPLY & PROPERTY MANAGEMENT OFFICE

University of the Philippines System

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