



REQUISITION SLIP

I. TRAVELER INFORMATION

OFFICIAL NAME ISAGANI BAGUS	EMPLOYEE ID 12345	BIRTHDAY Nov 01, 2025
UNIT OFFICE System Supply and Property Management Office (SPMO)	MOTHER UNIT Office of the Vice President for Administration (OVPA)	
DESIGNATION CHIEF	CONTACT NUMBER 09918337116	
EMAIL ADDRESS ajbasa@up.edu.ph	UP MAIL ajbasa@up.edu.ph	
ADMIN OFFICER (REQUESTING STAFF) AARON BASA		

II. TRAVEL & FLIGHT DETAILS

ORIGIN (DEPARTURE FROM) Manila	DESTINATION (ARRIVAL AT) BXU		
PURPOSE OF TRAVEL TEST	TRIP TYPE Round-Trip		
DEPARTURE SCHEDULE Dec 23, 2025 7:00 PM		RETURN SCHEDULE Dec 23, 2025 7:01 PM	
AIRLINE Cebu Pacific	SEAT CLASS Premium / First Class	BAGGAGE Additional check-in baggage	INSURANCE YES
SPECIAL REQUESTS / MULTI-CITY DETAILS TEST			

III. REQUESTING UNIT AUTHORIZATION

SUPERVISOR REMARKS -	
ISAGANI BAGUS TRAVELER'S SIGNATURE	TEST IMMEDIATE SUPERVISOR Date: 2025-12-23

IV. SPMO PROCESSING

RUBY ANN LUZ WADAWAD PREPARED BY GFA Document Preparer	AARON CHRISTIAN J. BASA REVIEWED BY SPMO Admin Officer	ISAGANI L. BAGUS APPROVED BY SPMO Chief
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