



University of the Philippines

SYSTEM SUPPLY & PROPERTY MANAGEMENT OFFICE
Government Fares Agreement (GFA) Portal

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REQUISITION NO.

Dec 19, 2025

REQUISITION SLIP

I. TRAVELER INFORMATION

OFFICIAL NAME

Aaron Christian Basa

EMPLOYEE ID

12345

BIRTHDAY

Dec 20, 2025

UNIT OFFICE

Office of the Vice President for Administration

MOTHER UNIT

System Human Resource Development Office

DESIGNATION

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EMAIL / UP MAIL

ajbasa@up.edu.ph | ajbasa@up.edu.ph

CONTACT NUMBER

09918337116

ADMIN OFFICER

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II. TRAVEL & FLIGHT DETAILS

PURPOSE OF TRAVEL

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DESTINATION ROUTE

MNL - BXU

TRIP TYPE

Round-Trip

DEPARTURE

December 20, 2025

7:24 AM

RETURN

December 20, 2025

6:26 PM

AIRLINE

Philippine Airlines

SEAT CLASS

Business Class

BAGGAGE

Hand-carry only

INSURANCE

Requesting

SPECIAL REQUESTS

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III. AUTHORIZATION

SUPERVISOR REMARKS / NOTES

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I hereby certify that the information provided is true and correct, and that this travel is in accordance with government policies and University procedures.

AARON CHRISTIAN BASA

TRAVELER'S SIGNATURE

TEST

IMMEDIATE SUPERVISOR

Email: ajbasa@up.edu.ph

Date: Dec 20, 2025

