



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 3:13 AM		RETURN SCHEDULE One-Way Ticket	
AIRLINE Philippine Airlines	SEAT CLASS Economy	BAGGAGE Hand-carry only	INSURANCE YES

III. REQUESTING UNIT AUTHORIZATION

SUPERVISOR REMARKS test

AARON CHRISTIAN BASA	TEST
TRAVELER'S SIGNATURE	IMMEDIATE SUPERVISOR Date: 2026-01-05

IV. SPMO PROCESSING

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