






**GABAY NG MAMAMAYAN BLG. CO-ODAS-01
PAG LALAGAY NG BILANG NG APROBADONG TRAVEL ORDER
(SECSIME NO. CO-ODAS-01 NUMBERING OF APPROVED TRAVEL ORDER)**

Ang Travel Order ay ginagawa ng humihiling na kawani para sa layunin ng paglalakbay na opisyaes. Ang layunin ng kahilingan ay kasama rin sa form.

(Travel Order is made by the requesting party for purposes of official travel. The purpose of the request is included in the request form.)

(Opisina o Dibisyon) Office or Division:	Opisina ng Direktor -Lingkurang Administratibo (Office of the Director (OD)-Administrative Service (AS), DENR Central Office)			
(Klasipikasyon): Classification:	Simple (Simple)			
(Uri ng Transaksiyon) Type of Transaction:	Gobyerno sa Gobyerno (G2G - Government to Government)			
(Sino ang maaaring makakuha) Who may avail:	Internal: Mga Opisyal/Kawani/Opisina ng DENR (Internal: DENR Officials/Employees/Offices)			
CHECKLIST OF REQUIREMENTS (TSEKLIST NG MGA KAHINGIAN)		WHERE TO SECURE (SAAN KUKUHANIN)		
1. Aprobadong Travel Order (1 Orihinal, 1 photocopy) (Approved Travel Order (1 original, 2 photocopies))		Humihiling na Kawani (Requesting Party)		
MGA GAGAWIN NG KLIYENTE (CLIENT STEPS)	MGA AKSIYON NG AHENSIYA (AGENCY ACTION)	MGA BABAYARAN (FEES TO BE PAID)	PANAHON NG PAGPROSESO (PROCESSING TIME)	NAKATALAGANG TAUHAN (PERSONS RESPONSIBLE)

<p>1. Isumite ang nilagdaan o aprobadong Travel Order sa Opisina ng Direktor-Lingkurang Administribo</p> <p><i>(Submit the signed/approved Travel Order to the Office of the Director- Administrative Service.)</i></p>	<p>1. Tatanggapin ang nilagdaan o aprobadong Travel Order at susuriin ang dokumento na naayon sa Manual of Authority</p> <p><i>(Receive the signed/approved Travel Order and review/check document as per Manual of Authority).</i></p> <p>1.1 Magtatakda ng numero sa Travel Order at itatala sa logbook ng T.O</p> <p><i>(Assign number to the Travel Order and record to the logbook.)</i></p> <p>1.2 Pagtatakda ng Numero sa orihinal na Travel Order</p>	<p>Wala</p> <p>None</p>	<p>3 minuto.</p>	<p>Receiving Personnel</p>  <p><i>Administrative Aide I</i></p>  <p><i>Administrative Officer</i></p>  <p><i>Project Support Officer</i></p>
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	<p><i>(Stamp number in the original Travel Order.)</i></p> <p>1.3 Ire-release ang may Numerong Travel Order sa mga kinauukulang kawani/Opisyales at mag iwan ng isang photocopy para sa file</p> <p><i>(Release Numbered Travel Order to concerned personnel/Official and retain one photocopy for file)</i></p>			
<p>(Kabuoan) TOTAL:</p>	<p>Wala None</p>	<p>Simple Simple</p>	<p>3 minuto</p>	