



## CITIZENS CHARTER- R6-AF -05.PREPARATION AND PROCESSING OF TRAVEL ORDERS

This Travel Order is issued to all personnel who intend to travel for official transactions.

<b>Office or Division:</b>	PENRO/ CENRO			
<b>Classification:</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail:</b>	All Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Notice of Meeting (if available) and Special Orders (if available)		Requesting Party		
		Requesting Party		
<b>Additional if from the Government Sector</b>				
<b>Additional if applicant is a representative</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Prepare Travel Order (2 copies)	1 Review Travel Order, initial, and forward to the PENRO/ CENRO Secretary	None	3min	<i>Assigned Section Chief</i>
	1.4 Record Travel Order, and completeness of attachments and signatures, then,	None	3min	<i>PENRO/ CENRO Secretary</i>



	forward to PENR/ CENR Officer for approval			
	a. Review and Approve the Travel Order	None	3 min	<i>PENR/ CENR Officer</i>
	1.3Release Travel Order and forward to the Administrative Officer	None	3min	<i>PENRO/ CENRO Secretary</i>
	1.4Record, assign control number, get 1 copy and prepare the transmittal for releasing	None	5 min	<i>Administrative Officer</i>
<b>Total</b>		<b>none</b>	<b>17 min</b>	