

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

(7 DAYS AND BELOW)

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

Office or Division:	Personnel Section, Administrative Division, DENR Regional Office VI, Iloilo City			
Classification:	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail:	All Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice of Meeting (if available) and Special Orders (if available)		Requesting Party		
		Requesting Party		
Additional if from the Government Sector				
Additional if applicant is a representative				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
Log-In to HRMIS personal account and file request for Travel Order thru the https://hrmis.penroiloilo.com.ph/ HRMIS website.	1. Review Travel Order and recommend/approve ➤ ARD/RD	None	3min. (depends upon the internet connection)	<i>Livino B. Duran</i> <i>Regional Executive Director</i> <i>Office of the Regional Executive Director</i>

	<p>➤ Division Chief-RO</p> <p>➤ Below Division Chief-RO</p>			<p>Andres T. Untal <i>ARD for Management Services Office of the ARD for Management Services</i></p> <p>Raul L. Lorilla <i>ARD for Technical services Office of the ARD for Technical Services</i></p> <p><i>Assigned Division Chief/Head of Office</i></p> <p>Edna B. Locsin <i>Chief, Planning and Management Division</i></p> <p>Amellee D. Sardia <i>Chief, Finance Division</i></p> <p>Ernest C. Federiso <i>Chief, Administrative Division</i></p> <p>Noel C. Empleo <i>Chief, Legal Division</i></p> <p>Danilo L. Lorilla <i>Chief, Conservation and Development Division</i></p>
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	<p>2. Record Travel Order and review</p> <ul style="list-style-type: none"> ➤ ARD/RD ➤ Division Chief-RO ➤ Below Division Chief-RO 	None	3min. (depends upon the internet connection)	<p>Ernest C. Federiso Chief, Administrative Division</p>
	<p>3. Review and approval</p> <ul style="list-style-type: none"> ➤ Division Chief-RO 	None	3 min. (depends upon the internet connection)	<p>Livino B. Duran Regional Executive Director Office of the Regional Executive Director</p>

	➤ Below Division Chief-RO			<p><i>Supervising ARD</i></p> <p>Andres T. Untal <i>ARD for Management Services Office of the ARD for Management Services</i></p> <p>Raul L. Lorilla <i>ARD for Technical services Office of the ARD for Technical Services</i></p>
Check approved e-TO to HRMIS personal account. Approved e-TO is now ready for printing with system generated control number, date of approval and QR Code for security and authenticity.				
Total		None	ARD/RD DC-RO Below DC-RO	6 min. 9 min. 9 min.

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

(8-30 DAYS)

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Classification:	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail:	All Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
2. Notice of Meeting (if available) and Special Orders (if available)			Requesting Party	
Additional if from the Government Sector				
Additional if applicant is a representative				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
Log-In to HRMIS personal account and file request for Travel Order thru the https://hrmis.penroiloilo.com.ph/ HRMIS website.	4. Review Travel Order and recommend Outside the AOR ➤ PENRO/CENRO/ Div. Chief and below Within the AOR ➤ PENRO/CENRO/ Div. Chief and below	None	3min. (depends upon the internet connection)	Andres T. Untal <i>ARD for Management Services Office of the ARD for Management Services</i>

	<p>5. Record Travel Order and review</p> <p>Outside the AOR</p> <ul style="list-style-type: none"> ➤ PENRO/CENRO/ Div. Chief and below <p>Within the AOR</p> <ul style="list-style-type: none"> ➤ PENRO/CENRO/ Div. Chief and below 	None	3min. (depends upon the internet connection)	<p>Ernest C. Federiso Chief, Administrative Division</p>
	<p>6. Review and approval</p> <p>7.</p> <p>Outside the AOR</p> <ul style="list-style-type: none"> ➤ PENRO/CENRO/ Div. Chief and below <p>Within the AOR</p> <ul style="list-style-type: none"> ➤ PENRO/CENRO/ Div. Chief and below 	None	3 min. (depends upon the internet connection)	<p>Livino B. Duran Regional Executive Director Office of the Regional Executive Director</p>
<p>Check approved e-TO to HRMIS personal account. Approved e-TO is now ready for printing with system generated control number, date of approval and QR Code for security and authenticity.</p>				
TOTAL		None	9 min.	

CITIZENS CHARTER- R6-AF -05.PREPARATION AND PROCESSING OF TRAVEL ORDERS
(LOCAL TRAVEL MORE THAN 30 DAYS)

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Classification:	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail:	All Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
3. Notice of Meeting (if available) and Special Orders (if available)			Requesting Party	
			Requesting Party	
Additional if from the Government Sector				
Additional if applicant is a representative				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
Log-In to HRMIS personal account and file request for Travel Order thru the https://hrmis.penroiloilo.com.ph/ HRMIS website.	8. Review Travel Order and recommend ➤ DENR RO personnel	None	3min. (depends upon the internet connection)	<i>Immediate Supervisor, PENRO, ARD for Management Services, ARD for Technical Services</i> Edna B. Locsin <i>Chief, Planning and Management Division</i> Amellee D. Sardia <i>Chief, Finance Division</i>

Ernest C. Federiso
Chief, Administrative
Division

Noel C. Empleo
Chief, Legal Division

Danilo L. Lorilla
Chief, Conservation and
Development Division

Meliton B. Solas
Chief, Surveys and Mapping
Division

Elizur G. Militar
Chief, Licenses Patents and
Deeds Division

June Melissa C. Garol
Chief, Enforcement Division

Andres T. Untal
ARD for Management
Services
Office of the ARD for
Management Services

	<ul style="list-style-type: none"> ➤ PENR/CENR Office, Chief MSD/TSD 			<i>Immediate Supervisor, PENRO, ARD for Management Services, ARD for Technical Services</i>
	<p>9. Record Travel Order and review</p> <ul style="list-style-type: none"> ➤ DENR RO personnel ➤ PENR/CENR Office, Chief MSD/TSD 	None	3min. (depends upon the internet connection)	<p>Ernest C. Federiso <i>Chief, Administrative Division</i></p> <p><i>Immediate Supervisor, PENRO, ARD for Management Services, ARD for Technical Services</i></p>
	<p>10. Review and approval</p> <ul style="list-style-type: none"> ➤ DENR RO personnel ➤ PENR/CENR Office, Chief MSD/TSD 	None	3 min. (depends upon the internet connection)	<p>Livino B. Duran <i>Regional Executive Director Office of the Regional Executive Director</i></p> <p><i>Immediate Supervisor, PENRO, ARD for Management Services, ARD for Technical Services</i></p>
Check approved e-TO to HRMIS personal account. Approved e-TO is now ready for printing with system				

generated control number, date of approval and QR Code for security and authenticity.				
Total		None	9 min.	