

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

**(8-30 DAYS)**

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

<b>Office or Division:</b>	Personnel Section, Administrative Division, DENR Regional Office VI, Iloilo City			
<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>
Log-In to HRMIS personal account and file request for Travel Order thru the <a href="https://hrmis.penroiloilo.com.ph/">https://hrmis.penroiloilo.com.ph/</a> HRMIS website.	1. 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)	<i>ARD for Management Services</i>
	2. Record Travel Order and review  Outside the AOR	None	3min. (depends upon the internet connection)	<i>Chief, Administrative Division</i>

	<ul style="list-style-type: none"> <li>➤ PENRO/CENRO/ Div. Chief and below</li> </ul> <p>Within the AOR</p> <ul style="list-style-type: none"> <li>➤ PENRO/CENRO/ Div. Chief and below</li> </ul>			
	<p>3. Review and approval</p> <p>Outside the AOR</p> <ul style="list-style-type: none"> <li>➤ PENRO/CENRO/ Div. Chief and below</li> </ul> <p>Within the AOR</p> <ul style="list-style-type: none"> <li>➤ PENRO/CENRO/ Div. Chief and below</li> </ul>	None	3 min. (depends upon the internet connection)	<i>Regional Executive Director</i>
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.				
<b>TOTAL</b>		None	<b>9 min.</b>	