



7. Processing of Travel Order Request

Travel Orders pass through the personnel division to record such and to ensure that the travel is official or work related. Helps HR division in tracking employees' whereabouts.

Office or Division	Human Resource Development Division			
Classification	Simple			
Type of Transaction	G2C-Government to Citizen			
Who may avail	LGU Midsayap Officials, Employees and Job Order workers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Travel Order form (3 copies)		Client		
Letter of request to travel (2 original copies)		Client		
Invitation Letter (1 original/scanned copy)		Training/Event Organizer		
Program of Activities (1 original copy)		Training/Event Organizer		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit the accomplished Travel Order form with the required attachments at the staff in-charge	1. Receive, review if documents are complete and record in the Travel Order logbook	None	2 Minutes	<i>Administrative Aide II</i> Human Resource Development Division
	1.1 Evaluate for recommended action (Official business/official time)	None	1 Minute	<i>Administrative Officer V</i> Human Resource Development Division
	1.2 Forward the documents and advice client to follow up at the Office of the Mayor	None	2 Minutes	<i>Administrative Aide II</i> Human Resource Development Division
	TOTAL:	None	5 Minutes	