

PROCEDURE IN PROCESSING REQUEST FOR TRAVEL ORDER

STEP	TASK	DETAILS	EMPLOYEE CONCERNED	DOCUMENTS NEEDED
1	PREPARATION OF TRAVEL ORDER FORM AND REQUIREMENTS	Concerned Regional Office submits the duly-filled out Travel Order Form	Concerned Regional Office/Employee	a. Endorsement Memorandum; b. Duly Signed Travel Order (<i>Recommending Authority should be signed ny the Office Head</i>) c. Attachments - Subpoena - Court Hearings - Reassignment - Agency Order - Trainings - Approved CSW/Training Invitations - HWI of the Command Group (<i>as applicable</i>) - Notice of Appearance or Certificate of Appearance for Request Confirmation of Travel
2	SUBMISSION AND PROCESSING OF TRAVEL ORDER REQUEST TO HRMS WITH REQUIRED DOCUMENTS	Receive Travel Orders and requirements from Service/Regional Office <i>For Agency initiated travels, the HRMS may prepare the Travel Orders to be signed by AD, HRMS (recommending authority) and DDGA or DG (approving authority), as applicable</i> Stamp Control Number Endorse Travel Order to DDGA for approval	GIL	
3	APPROVAL OF LEAVE APPLICATION	Approves/Disapproves Leave Applications	Director General and/or DDGA	

4	DISPATCH OF TRAVEL ORDER	<p>Upon approval, forwards (<i>thru e-mail and/or courier</i>) to requesting Service/Regional Office</p> <p><i>For TOs with corresponding request for plane tickets, the request will be forwarded to FMS</i></p>	<p>GIL BUBOY</p>	<p><i>Memorandum addressed to D, FMS requesting for plane tickets. Indicated therein is the date and preferred time of travel.</i></p>
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HRMS Direct Line : 8920-3760

HRMS Local : 128, 140

PDEA Trunkline : 8927-9702

Email Address: ahrs@pdea.gov.ph