



AQUINAS UNIVERSITY OF LEGAZPI

Human Resource Management Office

Rawis, Legazpi City, Philippines

Tel. No. (052) 820-8711

HRMO Form 103

“Vita Veritatis Et Amoris Ex Gratitudine”
“ A Life of Truth and of Love out of Gratitude”

..... service is our Mission

TRAVEL ORDER- for ALL EMPLOYEES

Date of Travel: _____

Name of Employee _____

Department _____

Destination _____

Purpose _____

Duration from _____ to _____

Signature of Employee

Signature of Head of Office

Date Signed _____

Date Signed _____

Signature of Person Visited(if applicable)

1. use for one day or more ,outside Legazpi & suburbs.
2. accomplish in triplicate: (employee, office/dept., hrmo)
3. submit to HRMO at the end of each month thru the head of office.



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