

# CITY HUMAN RESOURCE MANAGEMENT OFFICE - Training & Development Division

Iligan City Hall, Buhanginan Hills, Pala-o, 9200 Iligan City

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**Frontline Service : PROCESSING OF TRAVEL ORDER REQUEST**

**Schedule of Availability of Service :** 8:00AM-5:00PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.  
On Mondays provision of services starts after flag raising

**Who May Avail of the Service :** Iligan City Government Employees, City Officials, Barangay Officials and Employees, Job Order Workers

## What are the Requirements:

1. Accomplished Travel Request Form must be submitted three (3-days) before the scheduled travel.
2. The following must be attached :
  - Invitation Letter
  - Program of activities ( of the Seminar/Training/Workshop/Conference/Convention/ Summit, etc.)
3. On Benchmarking, the following documents must be attached:
  - Letter of Intent to the Agency to be visited (specifying the purpose)
  - Confirmation or feedback letter from the Agency to be visited containing the date the host is available for such visit.

Training & Development Division



**Duration : 20 minutes**

## How to Avail the Service:

## PROCESSING OF TRAVEL ORDER REQUEST

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Submit accomplished Travel Request Form with the required attachments	Receive, review if documents are complete, and evaluate for recommended action ( Official business/official time)	15 minutes	Head of Training & Dev't	none	Travel Request Form
		Final Action by Head of CHRMO				
		Advice client to follow-up at CMO where the TO will be forwarded		Head of CHRMO	none	
		Forward to City Mayor's Office	5 minutes	Employee in charge of releasing	none	
<b>END OF TRANSACTION</b>						

**Note:** Duration is accounted on average individual transaction time and does not include queuing time, volume of requests factor and/or compliance of incomplete requirements.