**Human Resource Development Committee**

ENDORSEMENT NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Use this form only for learning and development training/seminar which last up to three days or more.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of employee to attend training:** |  | | **Office/Department:** |  | |
| **Position:** |  | | **Title of training:** |  | |
| **Duration/ Date/ Place of Training:** |  | | **To be continued by:** |  | |
| **ENDORSEMENT** | | | | | |
| **Consistent with the training needs of the LGU** | | | **The training is embodied in the Individual Development plan** | | |
| **The employee is qualified to attend as per L and D policy.** | | | **Fund Appropration is available** | | |
| Endorsed by:    \_\_\_\_\_\_\_\_\_\_ .  Signature Over Printed Name of Department Head | | | **EFREN BATTUNG**  HRDC Member  (President, LGU Amulung Government Employees Association) | | |
| **HON. MARK ALJOHN PASCUAL**  HRDC Member  (SB Chairperson on Education) | | | **JENNELSON B. GOROSPE**  HRDC Member  (Municipal Budget Officer) | | |
| **As per EO No.13 series of 2024**  **Section 2 Complied:**  IDP  POST TRAINING REPORT  INVITATION  COPY OF THE PROGRAM | |  | | |
| **PAUL G. BELEN.**  HRDC Member  (Human Resource Management Officer) | | | **EnP. IRMA CONCEPCION M. AGUILING**  HRDC Chairperson  (MunicipalPlanningDevelopmentCoordinator/OIC Administrator | | |
| **Hon. Elpidio R. Rendon**  Municipal Mayor | | | | | |

**TRAVEL ORDER**

(HRDC)

|  |  |
| --- | --- |
| **Travel Order No.** | **Date:** |
| **Name of Employee:** | **Position:** |
| **Division/ Section:** | **Monthly Salary:** |
| **Departure Date:** | **Returned Date:** |
| **Purpose of Trip:** | |
| **Applied by: Recommending Approval:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Employee Department Head | |
| **Approved by:**  **HON. ELPIDIO R. RENDON**  Municipal Mayor | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |



**Human Resource Management Office**

**TRAVEL ORDER**

(HRDC)

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| **Division/ Section:** | **Monthly Salary:** |
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| **Approved by:**  **HON. ELPIDIO R. RENDON**  Municipal Mayor | |