



ONLINE TRAVEL ORDER APPLICATION USER MANUAL

<https://www.mis.denrormindoro.site>

FAST-TRACK YOUR TRAVEL ORDER APPLICATIONS

Version:
1.0 (June 2025)

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1. Introduction

The Online Travel Order Application System is a web-based platform designed to streamline and digitize the process of creating, submitting, and approving travel orders for employees and officials of DENR Oriental Mindoro. Traditionally, travel order requests involve manual paperwork, multiple physical signatures, and time-consuming coordination among departments. By automating this workflow, the system significantly reduces processing time, ensures accuracy, and promotes transparency.

With user-friendly interfaces and secure digital approvals, the system empowers organizations to manage official travel more efficiently and supports a paperless environment in line with modern digital transformation initiatives.

Objectives:

- **To streamline travel order processing.** Simplify the submission, review, and approval of travel orders, eliminating manual paperwork and reducing administrative burdens.
- **To improve efficiency and reduce processing time.** Enable faster decision-making and approval through real-time notifications and automated routing.
- **To promote transparency and accountability.** Provide clear tracking and audit trails of requests, approvals, and statuses at every stage of the process.
- **To enhance user convenience and accessibility.** Allow employees and officials to submit and monitor their travel orders anytime and anywhere through an online platform.
- **To support organizational goals toward digitalization.** Align with the organization's initiatives to adopt digital solutions, reduce paper use, and improve overall operational efficiency.

This user manual will guide you through the system's features and functionalities. We encourage you to explore and take advantage of its many benefits.

2. User Roles and Permissions

Applicants

The Applicant is an official or employee submitting a travel order request for approval

Key Permissions:

- Create and manage their user profile.
- Create and Submit travel order applications.
- Upload supporting documents relative to the applied travel order (e.g., Special Orders, Memoranda).
- Monitor travel order application status.

Processors

Focuses on the processing (endorsement, approval, and disapproval) of travel order applications.

Key Permissions:

- Review, evaluate, and forward the submitted travel order applications.
- Send notifications to applicants regarding their application status.

Administrators

The Administrator has the highest level of access and is responsible for managing the system.

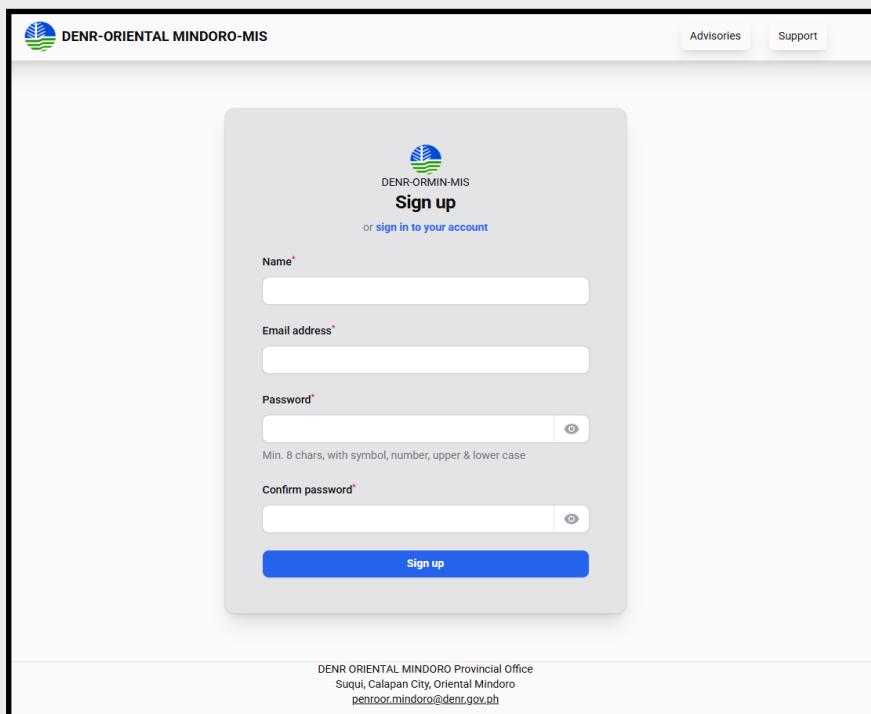
Key Permissions:

- Manage user accounts (create, update, delete).
- Assign roles to users.
- Configure system settings.
- Access and edit all system data.

3. Step-by-Step Guides

Creating an Account

1. Visit the PENRO MIS website at www.mis.denromindoro.site.
2. Click on "Sign up for an account".
3. Fill out the registration form with your details (e.g., username, email, password).
4. Submit the form and verify your email to activate your account. Once activated, you can log in to the system.



DENR-ORIENTAL MINDORO-MIS

Advisories Support

Sign up
or [sign in to your account](#)

Name*

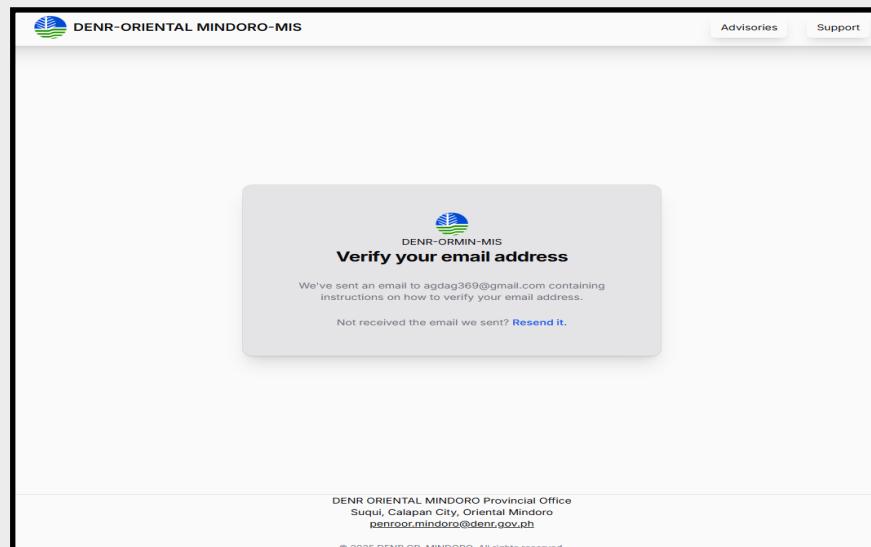
Email address*

Password* Min. 8 chars, with symbol, number, upper & lower case

Confirm password*

Sign up

DENR ORIENTAL MINDORO Provincial Office
Sugui, Calapan City, Oriental Mindoro
penroor.mindoro@denr.gov.ph



DENR-ORIENTAL MINDORO-MIS

Advisories Support

Verify your email address

We've sent an email to agdag369@gmail.com containing instructions on how to verify your email address.

Not received the email we sent? [Resend it.](#)

DENR ORIENTAL MINDORO Provincial Office
Sugui, Calapan City, Oriental Mindoro
penroor.mindoro@denr.gov.ph

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Creating Your Profile

Filling out the **PROFILE** Section is required to perform transactions in the system. Follow these steps to create and complete your profile:

Step 1: Access the Profile Section

1. Log in to the PENRO MIS using your registered credentials.
2. From the main dashboard, locate and click on "**Profile**" in the navigation menu.
3. Click the "**Create Profile**" button.

Step 2: Fill Out Your Personal Information

1. After clicking "Create Profile," the system will guide you to the **Personal Information** form.
2. Provide the following details:
 - Full Name
 - Contact Information (phone number)
 - Date of Birth
 - Address
 - Other required fields.
3. Double-check your details for accuracy.
4. Click "**Save**" to proceed.

* For the TO Template field, select 'APPROVER' if a recommending approval is not required for your travel order.

Create My Profile

Personal Information Work Information Profile Photo and Other Details

FirstName*	MiddleName	LastName*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Birthdate*	Birthplace*	Residential Address*
<input type="text"/> mm/dd/yyyy	<input type="text"/>	<input type="text"/>
Spouse	If marital status is MARRIED	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Create"/>	<input type="button" value="Cancel"/>	

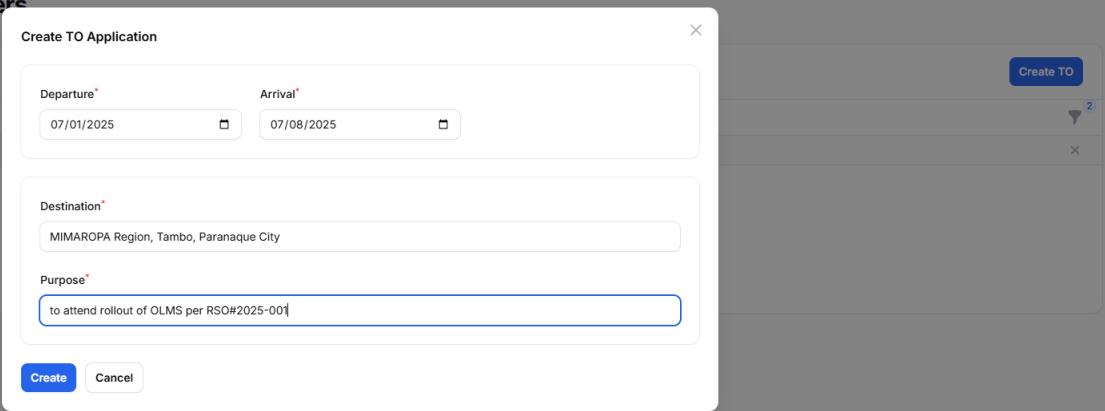
Applying for a Travel Order

Step 1: Navigate to the **My Travel Orders** section.

Step 2: Click **Create TO** to create new travel order.

Step 3: Fill out the travel order form and click **Create**.

Step 4: After creation, click **Submit** to forward your TO application.



My Travel Orders

Active filters CY: 2025 X

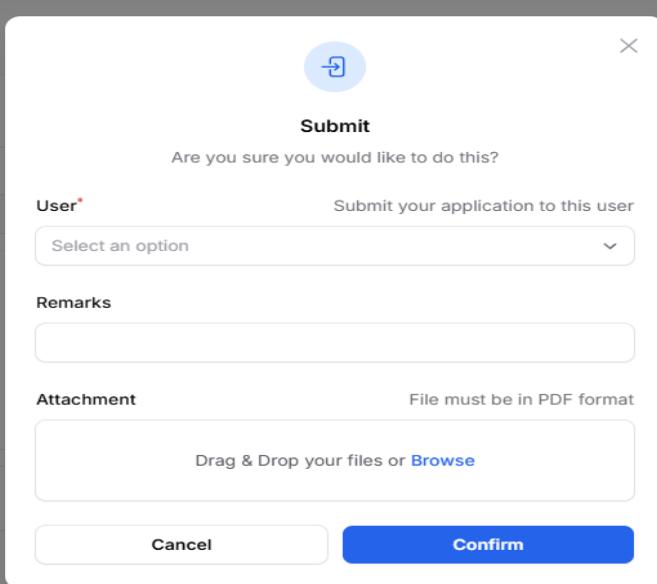
Create TO Application

Departure* 07/01/2025 Arrival* 07/08/2025

Destination* MIMAROPA Region, Tambo, Paranaque City

Purpose* to attend rollout of OLMS per RSO#2025-001

Create Cancel



My Travel Orders

Active filters CY: 2025 X Month: July X

2025000001
MIMAROPA REGION, TAMBO, PARANAQUE CITY
July 1, 2025 - July 8, 2025
TO ATTEND ROLLOUT OF OLMS PER RSO#2025-001
FOR SUBMISSION

Edit Cancel Submit History

Showing 1 result

Submit

Are you sure you would like to do this?

User* Select an option

Submit your application to this user

Remarks

Attachment

File must be in PDF format

Drag & Drop your files or [Browse](#)

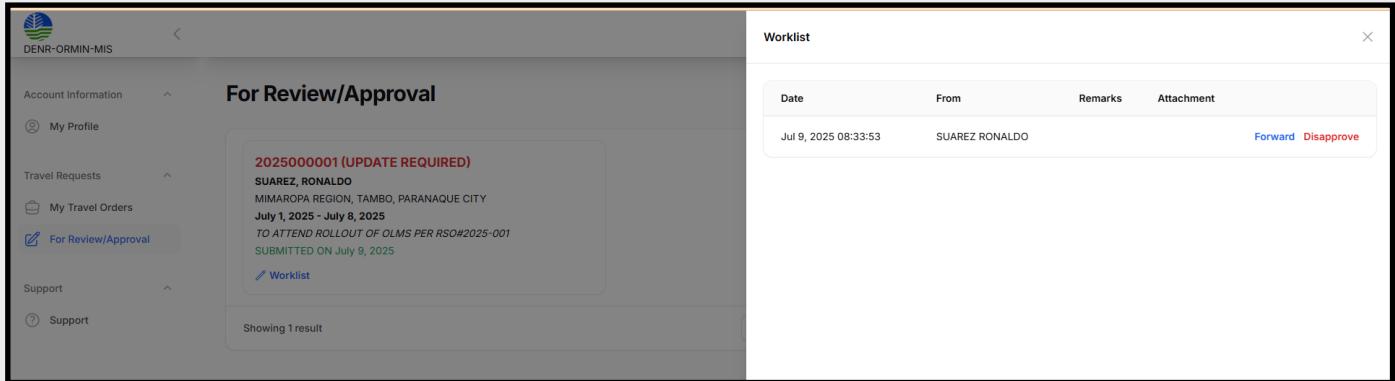
Cancel Confirm

For Travel Order Processor

Step 1: Navigate to the **For Review/Approval** section.

Step 2: Click **Worklist** to add action (Forward, Approve, and Disapprove) to the travel order application.

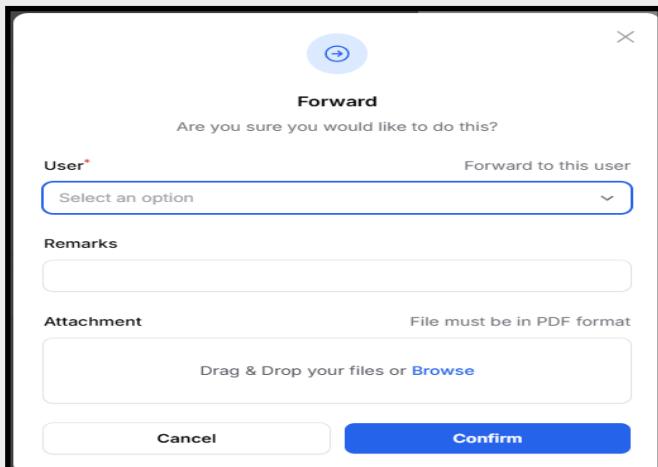
Step 3: Add remarks or attached files if necessary.



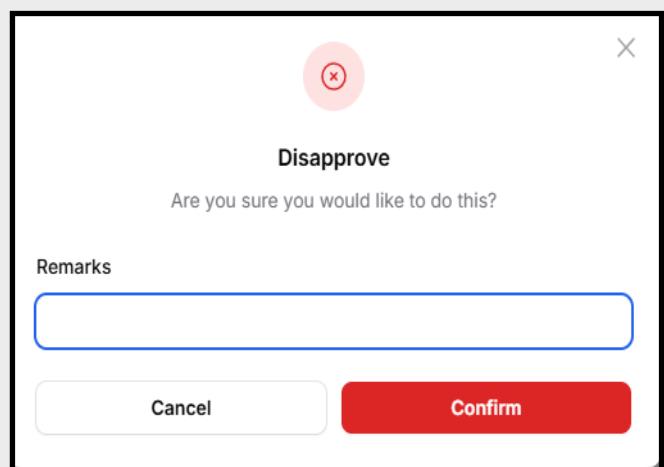
The screenshot shows the DENR-ORMIN-MIS application interface. On the left, there is a sidebar with the following menu items: Account Information, My Profile, Travel Requests, My Travel Orders, For Review/Approval (which is currently selected), and Support. The main content area is titled 'For Review/Approval' and displays a travel order detail for '2025000001 (UPDATE REQUIRED)'. The details include: SUAREZ, RONALDO, MIMAROPA REGION, TAMBO, PARANAQUE CITY, July 1, 2025 - July 8, 2025, TO ATTEND ROLLOUT OF OLMS PER RSO#2025-001, and SUBMITTED ON July 9, 2025. Below this detail is a 'Worklist' section with a table:

Date	From	Remarks	Attachment
Jul 9, 2025 08:33:53	SUAREZ RONALDO		

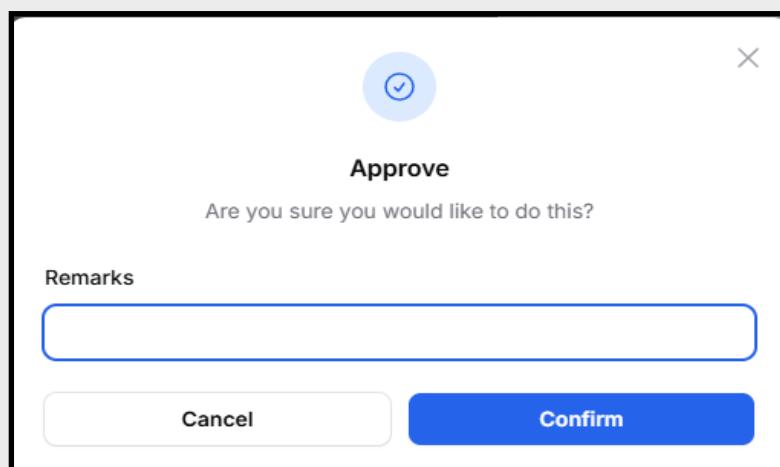
At the bottom of the main content area, it says 'Showing 1 result'.



This is a modal dialog box titled 'Forward'. It contains the question 'Are you sure you would like to do this?'. Below the question are three input fields: 'User*' (a dropdown menu with 'Select an option'), 'Remarks' (a text input field), and 'Attachment' (a file upload input field with the placeholder 'Drag & Drop your files or Browse'). At the bottom are 'Cancel' and 'Confirm' buttons.



This is a modal dialog box titled 'Disapprove'. It contains the question 'Are you sure you would like to do this?'. Below the question is a 'Remarks' text input field. At the bottom are 'Cancel' and 'Confirm' buttons.



This is a modal dialog box titled 'Approve'. It contains the question 'Are you sure you would like to do this?'. Below the question is a 'Remarks' text input field. At the bottom are 'Cancel' and 'Confirm' buttons.