



ONLINE TRAVEL ORDER APPLICATION USER MANUAL

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

FAST-TRACK YOUR TRAVEL ORDER APPLICATIONS

Version:
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Table of Contents

1. Introduction	1
2. User Roles and Permissions	2
Applicants	2
Processors	2
Administrators	2
3. Step-by-Step Guides	3
Creating an Account	3
Creating a Profile	3
Travel Order Application	3
Travel Order Processing	3

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.denrormindoro.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.

The screenshot shows the 'Sign up' page of the DENR-ORIENTAL MINDORO-MIS website. The page has a header with the DENR logo and the text 'DENR-ORIENTAL MINDORO-MIS', and links for 'Advisories' and 'Support'. The main content area features a light gray box with the DENR logo, the text 'DENR-ORMIN-MIS', and the heading 'Sign up' with a link 'or sign in to your account'. Below this are four input fields: 'Name*', 'Email address*', 'Password*' (with a toggle for visibility), and 'Confirm password*'. A note below the password field states 'Min. 8 chars, with symbol, number, upper & lower case'. A blue 'Sign up' button is at the bottom of the form. The footer contains the text: 'DENR ORIENTAL MINDORO Provincial Office', 'Suqui, Calapan City, Oriental Mindoro', and 'penroor.mindoro@denr.gov.ph'.

The screenshot shows the 'Verify your email address' page of the DENR-ORIENTAL MINDORO-MIS website. The page has the same header as the sign-up page. The main content area features a light gray box with the DENR logo, the text 'DENR-ORMIN-MIS', and the heading 'Verify your email address'. Below this is a message: 'We've sent an email to agdag369@gmail.com containing instructions on how to verify your email address.' and a link 'Resend it.' for users who did not receive the email. The footer contains the text: 'DENR ORIENTAL MINDORO Provincial Office', 'Suqui, Calapan City, Oriental Mindoro', 'penroor.mindoro@denr.gov.ph', and a copyright notice '© 2025 DENR OR. MINDORO. All rights reserved'.

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*

Birthdate*

Birthplace*

Residential Address*

Spouse

If marital status is MARRIED

Create

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.

The screenshot shows the 'My Travel Orders' page with a 'Create TO Application' modal open. The modal contains the following fields:

- Departure***: 07/01/2025
- Arrival***: 07/08/2025
- Destination***: MIMAROPA Region, Tambo, Paranaque City
- Purpose***: to attend rollout of OLMS per RSO#2025-001

At the bottom of the modal are two buttons: **Create** and **Cancel**.

The screenshot shows the 'My Travel Orders' page with a 'Submit' modal open. The modal contains the following fields:

- User***: Submit your application to this user. Select an option.
- Remarks**: Text input field.
- Attachment**: File must be in PDF format. Drag & Drop your files or [Browse](#).

At the bottom of the modal are two buttons: **Cancel** and **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.

Account Information

My Profile

Travel Requests

My Travel Orders

For Review/Approval

Support

Support

For Review/Approval

2025000001 (UPDATE REQUIRED)

SUAREZ, RONALDO

MIMAROPA REGION, TAMBO, PARANAQUE CITY

July 1, 2025 - July 8, 2025

TO ATTEND ROLLOUT OF OLMS PER RSO#2025-001

SUBMITTED ON July 9, 2025

Worklist

Showing 1 result

Worklist

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

Forward

Are you sure you would like to do this?

User

Forward to this user

Select an option

Remarks

Attachment

File must be in PDF format

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

Cancel

Confirm

Disapprove

Are you sure you would like to do this?

Remarks

Cancel

Confirm

Approve

Are you sure you would like to do this?

Remarks

Cancel

Confirm