



Republic of the Philippines
Department of Environment and Natural Resources
MINES AND GEOSCIENCES BUREAU
MIMAROPA Region

7/F DENR Building, 1515 Roxas Boulevard, Ermita, Manila
Telefax No. (+632) 536-0215 / (+632) 310-1369
Email: region4b@mgb.gov.ph



15 December 2023

MEMORANDUM

FOR : **The Regional Executive Director**
Department of Environment and Natural Resources
MIMAROPA Region

FROM : **The OIC, Office of the Regional Director**
This Office

SUBJECT : **TRAVEL ORDER OF THE MGB MIMAROPA REGIONAL DIRECTOR**

We are respectfully forwarding the herewith travel order of the MGB MIMAROPA Regional Director covering his travel to Talisay, Batangas on December 14, 2023.

For the Regional Executive Director's approval.


EDWIN M. MOJARES, PhD

**"MINING SHALL BE PRO-PEOPLE AND PRO-ENVIRONMENT
IN SUSTAINING WEALTH CREATION AND IMPROVED QUALITY OF LIFE."**

Republic of the Philippines
Department of Environment and Natural Resources
MINES AND GEOSCIENCES BUREAU
MIMAROPA Region
7/F DENR Bldg., 1515 Roxas Blvd., Ermita, Manila

Date: December 15, 2023

TRAVEL ORDER
(NO. 917)

| | | | |
|-------------------|--------------------------------|---------------|--------------------------|
| NAME: | <u>FELIZARDO A. GACAD, JR.</u> | Salary: | |
| POSITION: | <u>Director II</u> | DIV/SEC/UNIT: | <u>ORD</u> |
| OFFICIAL STATION: | <u>Manila</u> | DESTINATION: | <u>Talisay, Batangas</u> |
| DEPARTURE DATE: | <u>December 14, 2023</u> | ARRIVAL: | <u>December 14, 2023</u> |

PURPOSE OF TRAVEL: **To attend the 2023 year end assessment at Club Balai Isabela, Talisay, Batangas**

PER DIEMS/EXPENSES ALLOWED: _____
ASSISTANTS OR LABORERS ALLOWED: _____
APPROPRIATIONS TO WHICH TRAVEL SHOULD BE CHARGED: _____
REMARKS OR SPECIAL INSTRUCTIONS: _____

CERTIFICATIONS:

This is to certify that the travel is necessary and is connected with the functions of the official/employee of this
Div./Sec./Unit

Approved:

FELIX S. MIRASOL, JR.
OIC Regional Executive Director
DENR MIMAROPA Region

AUTHORIZATION

I hereby authorize the Accountant to deduct the corresponding amount of the unliquidated cash advance
from my succeeding salary for my failure to liquidate this travel within twenty (20) days upon return to my permanent
official station pursuant to Commission on Audit (COA) Circular No. 2012-004 dated November 28, 2012.


FELIZARDO A. GACAD, JR.
Official/Employee

Digitally signed by
Gacad Felizardo
Abubo Jr
Date: 2023.12.18
145633-0000

Republic of the Philippines
 Department of Environment and Natural Resources
MINES AND GEOSCIENCES BUREAU
MIMAROPA Region
 7/F DENR Bldg., 1515 Roxas Blvd., Ermita, Manila

Date: December 15, 2023

TRAVEL ORDER
 (NO. 917)

NAME: FELIZARDO A. GACAD, JR.
 POSITION: Director II
 OFFICIAL STATION: Manila
 DEPARTURE DATE: December 14, 2023

Salary: _____
 DIV/SEC/UNIT: ORD
 DESTINATION: Talisay, Batangas
 ARRIVAL: December 14, 2023

PURPOSE OF TRAVEL: To attend the 2023 year end assessment at Club Balai Isabela, Talisay, Batangas

PER DIEMS/EXPENSES ALLOWED:

ASSISTANTS OR LABORERS ALLOWED: _____

APPROPRIATIONS TO WHICH TRAVEL SHOULD BE CHARGED: _____

REMARKS OR SPECIAL INSTRUCTIONS: _____

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Approved:

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 OIC Regional Executive Director
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FELIZARDO A. GACAD, JR.
Official/Employee

Digitally signed by
Gacad Felizardo
Abubo Jr
Date: 2023.12.16
14:54:29+08:00