



Republic of the Philippines  
Department of Environment and Natural Resources  
Region IV  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
Quezon, Palawan

## TRAVEL ORDER

(No. \_\_\_\_\_)

Name: LEONARD T. CALUYA Salary: \_\_\_\_\_  
Position: CENRO Div./Sec./Unit: \_\_\_\_\_  
Departure Date: November 28, 2021 Official Station: DENR - CENRO QUEZON  
Destination: DENR Central Office Arrival Date: December 09, 2021

### and Regional Office, Manila

Purpose of Travel: To attend oath taking of CENRO Officers and Management Conference of DENR MIMAROPA Region.

Per Diems/Expenses Allowed: \_\_\_\_\_

Assistants or Laborers Allowed: \_\_\_\_\_

Appropriations to which travel should be charged: \_\_\_\_\_

Remarks or special instructions: Return to official station upon completion of travel

### 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.

Recommending Approval:

Approved:

ERIBERTO B. SAÑOS, CESE  
PENRO

MARIA LOURDES G. FERRER, CESO III  
Regional Executive Director

## 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 the prescribed thirty-day period upon return to my permanent official station pursuant to item 5.1.3 COA Circular 97-002 dated February 10, 1997 and Sec. 16 EO No. 248 dated May 29, 1995.

LEONARD T. CALUYA  
Official/Employee