



Republic of the Philippines
Department of Environment and Natural Resources
PENRO MARINDUQUE

TRAVEL ORDER

(No. _____)

Name: Imelda M. Diaz Salary: _____

Position: OIC-PENR Officer Div./Sec./Unit: Office of the PENRO

Departure Date: October 30, 2021 Date of Arrival: November 7, 2021

Official Station: PENRO-Marinduque

Destination : DENR - Regional Office, Manila, Office of the Solicitor General, Makati City

Purpose of Travel: 1. To confer with Regional Officials re the Marcopper land reversion case and other concerns both Technical and Admin;
2. To pick-up supplies for LAWIN;
2. To execute Judicial Affidavit with the OSG lawyers re the Marcopper land reversion case

PerDiems/Expenses Allowed: _____

Assistants or Laborers Allowed: _____

Appropriations to which travel should be charged: _____

Remarks or special instructions: For compliance

Certification:

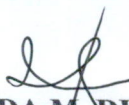
This is to certify that the travel is necessary and is connected with the functions of the official/employee of this Div./Sec./Unit.

Approved:

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 twenty (20) days upon return to my permanent official station pursuant to Commission on Audit (COA) Circular No. 2012-004 dated November 28, 2012.


IMELDA M. DIAZ
Official / Employee

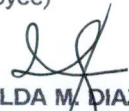
ITINERARY OF TRAVEL

Date	Place to be Visited (Destination)	Time		Means of Transportation	Fare	Per Diems	Total
		Departure	Arrival				
Oct. 30, 2021	From Official Station to Manila					2,200.00	2,200.00
				RP vehicle - terminal fee (P129) - Roro fare (1,430)	1,559.00		1,559.00
Oct. 31 - Nov. 1, 2021	Residence					no claim	no claim
November 2 - 5, 2021	- Regional Office, MIMAROPA - Office of the Solicitor General					8,800.00	8,800.00
Nov. 6, 2021	Residence					no claim	no claim
Nov. 7, 2021	To Official Station - Marinduque					1,100.00	1,100.00
				RP vehicle - PPA (129) - Roro fare (1,430) - Diesel (1,000)	2,559.00		2,559.00
				TOTAL			16,218.00

I certify:

- (1) I have reviewed the foregoing itinerary
- (2) the travel is necessary to the service
- (3) the period is reasonable
- (4) the expenses claimed are proper

Prepared by: (Official/Employee)


IMELDA M. DIAZ
 OIC, PENR Officer

Approved by:

MARIA LOURDES G. FERRER, CESO III
 Regional Executive Director

Forms shall be attached to all claims for travelling expenses