



**TRAVEL ORDER**

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

Name: Imelda M. Diaz Salary: \_\_\_\_\_

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

Departure Date: October 2, 2021 Date of Arrival: October 10, 2021

Official Station: PENRO-Marinduque

Destination : MIMAROPA Regional Office, Manila  
DBM – PS, Paco, Manila

Purpose of Travel: 1. To confer with Regional Officials regarding various cases and concerns both Technical and Admin;  
2. To pick-up PPE at the Regional Office; and  
3. To pick-up office supplies from DBM-PS.

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:

**MA. 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