



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: August 26, 2022 Date of Arrival: Sept. 03, 2022

Official Station: PENRO-Marinduque

Destination: DENR-MIMAROPA Regional Office and Central Office & Tanza, Cavite

Purpose of Travel:

1. To confer with Regional officials regarding technical and management concerns.
2. To present Asset Management Team (AMT) output/results of assessments.
3. To coordinate with ELEPS.
4. To conduct ocular visit to Project Hope, Tanza, Cavite.

Per Diems/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.

Recommending Approval:

Approved:

DONNA MAYOR-GORDOVE
ARD for Management Services

LORMELYN E. CLAUDIO, CESO IV
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.

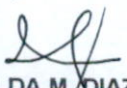
ITINERARY OF TRAVEL

Date	Place to be Visited (Destination)	Time		Means of Transportation	Fare	Per Diems	Total
		Departure	Arrival				
Aug. 26, 2022	From Official Station to Manila	05:00PM				2,200.00	2,200.00
				RP vehicle - terminal fee (129+22) - Roro fare (3,380)	3,531.00		3,531.00
Aug. 27-29, 2022	Residence					no claim	no claim
Aug. 30-Sept. 1, 2022	DENR Central & Regional Offices					6,600.00	6,600.00
Sept. 2, 2022	Project HOPE, Tanza, Cavite					2,200.00	2,200.00
Sept. 3, 2022	To Official Station					1,100.00	1,100.00
				RP vehicle - terminal fee (129+30) - Roro fare (3,380)	3,539.00		3,539.00
TOTAL					7,070.00	12,100.00	19,170.00

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:

LORMELYN E. CLAUDIO, CESO IV
 Regional Executive Director

Forms shall be attached to all claims for travelling expenses