



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

TRAVEL ORDER

No. _____

Name : ERNESTO E. TAÑADA
Position: PENR Officer
Date: December 06, 2022
Salary: _____
Div./Sec/Unit: PENRO
Official Station: PENRO
Departure Date: December 14, 2022
Arrival Date: December 17, 2022
Destination: Cavite
Purpose of Travel: To attend General Assembly.

Per Diems/Expenses Allowed: Php 2,200.00
Appropriation to which Travel should be charged: _____
Remarks or special instructions: _____

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, CESO IV
ARD- 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 failure to liquidate this travel within the prescribed thirty-day period upon return to my permanent official station pursuant to item 5.1.3 of COA Circular 97-002 dated February 10, 1997 and Sec. 16 of EO No. 248 dated May 29, 1995.

ERNESTO E. TAÑADA
Official/Employee



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

December 06, 2022

ITENERARY OF TRAVEL

NAME: ERNESTO E. TAÑADA
POSITION: OIC, PENRO
MONTHLY SALARY: 89,597.00
OFFICIAL STATION: PENRO OCCIDENTAL MINDORO

PURPOSE OF TRAVEL: TO ATTEND GENERAL ASSEMBLY.

DESTINATION: CAVITE

DECEMBER

		DEPARTURE	ARRIVAL
14	From Residence to Abra Pier (Abra De Ilog, Occidenmtal Mindoro) to Cavite	05:00 AM	
15-16	at the venue		
17	From Venue to Batangas to Mamburao, Occidental Mindoro		7:00 PM

Prepared by: (Official/Employee)


ERNESTO E. TAÑADA
OIC, PENRO