



Republic of the Philippines
Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
MIMAROPA Region
Bgy. Sta. Monica, Puerto Princesa City, Palawan
E-mail: penropalawan@denr.gov.ph
Telfax No. (048) 434-8791/ (048) 433-5638

TRAVEL ORDER

(No. _____)

Name: ERIBERTO B. SAÑOS Salary: _____
Position: PENRO Div./Sec./Unit: Office of the PENRO

Departure Date: January 14, 2022 Official Station: DENR-PENRO, PPC

Destination: DENR-CALABARZON, Arrival Date: January 14, 2022
PENRO Laguna

Purpose of Travel: To attend turn-over ceremony and report for duty as PENR Officer of PENRO Los Baños, Laguna per DENR Special Order No. 2022-16 dated January 7, 2022.

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:

DONNA MAYOR-GORDOVE, CESO IV

Assistant Regional Director
for Management Services

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 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.

ERIBERTO B. SAÑOS
Official/Employee