



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: July 12, 2022 Date of Arrival: July 18, 2022  
Official Station: PENRO-Marinduque  
Destination: Bayview Park Hotel, Roxas Blvd., Manila  
Purpose of Travel: 1. To attend the 3<sup>rd</sup> ONE MIMAROPA Regional Management Conference  
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.

**IMELDA M. DIAZ**  
Official / Employee


### ITINERARY OF TRAVEL

Date	Place to be Visited (Destination)	Time		Means of Transportation	Fare	Per Diems	Total
		Departure	Arrival				
July 12, 2022	From Official Station to Manila	05:00PM				2,200.00	2,200.00
				RP vehicle - terminal fee (129+22) - Roro fare (2,860)	3,011.00		3,011.00
July 13, 2022	to Bayview Park Hotel					880.00	880.00
July 14-15, 2022	still in Bayview Park Hotel (Regional Management Conference)					880.00	880.00
July 16-17, 2022	residence					no claim	no claim
July 18, 2022	to Official Station					1,100.00	1,100.00
				RP vehicle - terminal fee (129+30) - Roro fare (2,860) - fuel (1,000)	4,019.00		4,019.00
				<b>TOTAL</b>	<b>7,030.00</b>	<b>5,060.00</b>	<b>12,090.00</b>

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

## CERTIFICATE OF TRAVEL COMPLETED

Imelda M. Diaz  
OIC-PENR Officer

July 18, 2022  
(Date)

PENRO, BOAC, MARINDUQUE  
(Station)

I CERTIFY THAT I have completed as travel authorized in Itinerary of Travel No. \_\_\_\_\_

- ☒ Strictly in accordance with approved itinerary  
☐ Cut short as explained below. Excess payment in the amount of Php\_\_\_\_\_ was deducted in payroll.  
☐ Other deviations as explained below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evidences of Travel:

- ☒ Used tickets  
☒ Certificate of Appearance  
☐ Others

Respectfully submitted:

  
IMELDA M. DIAZ  
OIC-PENR Officer

On evidence and information of which I have acknowledge, the travel was actually undertaken.

LORMELYN E. CLAUDIO, CESO IV  
Regional Executive Director

## CERTIFICATE OF APPEARANCE

This is to certify that Mr./Mrs./Ms. \_\_\_\_\_  
who is an employee of \_\_\_\_\_  
with assignment at \_\_\_\_\_  
has personally appeared in this Office/Place \_\_\_\_\_  
for the purpose of \_\_\_\_\_  
from \_\_\_\_\_

This Request is issued upon the request of \_\_\_\_\_  
in compliance with the standing auditing regulations provided for under RA 3847 duly implemented by  
GAO No. 88-A for the purpose of establishing the evidence and duration of his appearance thereat  
the truth of which is hereby vouchsafed and guaranteed by the undersigned.

PLACE OF EXECUTION

DATE

SIGNATURE

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____