



Republic of the Philippines
Department of Environment and Natural Resources
Region IV-MIMAROPA
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
National Highway, Alfonso XIII, Quezon, Palawan
E-mail Ad: cenroquezon@denr.gov.ph

TRAVEL ORDER
(No. _____)

Name :	ENGR. ROSITA F. CASTULO	Date:	July 20, 2022
Position :	Development Management Officer IV	Salary per Annum:	Php
Departure Date:	July 30, 2022	Div./Sec./Unit:	Planning & Support Unit
Destination:	Leisure Coast Resort, Bonuan, Dagupan	Arrival	August 7, 2022
Purpose of Travel:	To attend Practicum/Internship Training on Alternative Dispute Resolution (ADR) for Batch 13 of Prospective ADR Officers (ADROs)		

Assistant o Laborers allowed: _____

Appropriations to which travel should be charged: _____

Remarks or special instructions: _____

Certifications:

This is to certify that the travel is necessary and is connected with the functions of the official/employee of this Division/Section/Unit

Recommending Approval:

Approved:

DONNA MAYOR-GORDOVE, CESO VI
Assistant Regional Director, Management Services

LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director

AUTHORIZATION

I hereby authorize the accountant to deduct the corresponding amount of unliquidated cash advance from my succeeding salary for my failure to liquidate this travel within the prescribed twenty-day period upon return to my permanent official station pursuant to Item 5.1.3 Commission on Audit (COA) Circular No. 97-00 dated February 10, 1997 and Section 16 No. 248 dated May 29, 1995.


ENGR. ROSITA F. CASTULO
(Official/Employee)