



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: June 06, 2022
Salary: _____
Div/Sec/Unit: PENRO
Official Station: PENRO
Departure Date: June 12, 2022
Arrival Date: June 15, 2022
Destination: CENRO Sablayan, Occidental Mindoro

Purpose of Travel: To attend 2nd Quarter Executive Committee and Full- Time Delivery Unit.

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



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