



TRAVEL ORDER

(No. _____)

Name: Imelda M. Diaz Salary: _____

Position: OIC-PENR Officer Div/Sec/Unit: Office of the PENRO

Departure Date: May 31, 2022 Date of Arrival: June 3, 2022

Official Station: PENRO-Marinduque

Destination : DENR Central Office & DENR Regional Office - MIMAROPA

Purpose of Travel: 1. To attend meeting at the Central Office.
2. To confer with Regional Officials regarding various concerns.

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