



Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
MIMAROPA Region

**TRAVEL ORDER**

No. \_\_\_\_\_

Name	: <b>ARNOLDO A. BLAZA, JR.</b>	Salary	:	_____
Position	: OIC, PENR Officer	Div/Sec/Unit	:	TOP MANAGEMENT
Departure Date	: <u>October 17, 2022</u>	Official Station	:	DENR - PENRO
Destination	: <u>Sibuyan Island and Vicinities</u>	Arrival Date	:	<u>October 20, 2022</u>

**Purpose of Travel** : To supervise the coordination and attend Consultative Dialogue and Capacity Building on Mining and Environment for the stakeholders of Sibuyan Island in San Fernando, Romblon and to monitor all checkpoints and activities in MGGNP.

Per Diems/Expeses Allowed	:	_____
Assistants or 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 Div./Sec./Unit.

*Recommending Approval:*

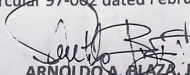
*Approved by:*

**DONNA MAYOR-GORDOVE, CESO IV**  
Assistant Regional Director 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 the 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 5.3.1 COA of Circular 97-662 dated February 10, 1997 and Sec. 16 EO No. 248 dated may 29, 1997.

  
**ARNOLDO A. BLAZA, JR.**  
OIC, PENR Officer

# ITINERARY OF TRAVEL

Entity Name : \_\_\_\_\_

Fund Cluster: \_\_\_\_\_

No.: \_\_\_\_\_

<b>Name :</b> <u>ARNOLDO A. BLAZA, JR.</u> <b>Position:</b> <u>OIC, PENRO</u> <b>Official Station:</b> <u>DENR-PENRO, Odiongan, Romblon</u>	<b>Date of Travel :</b> <u>October 17-20, 2022</u> <b>Purpose of Travel:</b> To supervise the coordination and attend Consultative Dialogue and Capacity Building on Mining and Environment for the stakeholders of Sibuyan Island in San Fernando Romblon and to monitor all checkpoints and activities in MGGNP.
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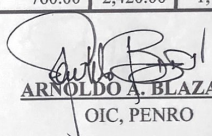
Date	Places to be visited (Destination)	T I M E		Means of Transportation	Transportation	Per Diem			Total Amount
		Departure	Arrival			Meal	Incidental	Lodging	
October 17	From Official Station To San Agustin Port	2:00AM	4:00AM	RP Vehicle					-
	To Ambulong Port	6:00AM	10:00AM	Boat	380.00				380.00
	To San Fernando	10:30AM	12:00Noon	RP Vehicle		660.00	440.00	1,100.00	2,200.00
18-19 20	Still at San Fernando					1,320.00	880.00	2,200.00	4,400.00
	To Ambulong Port	8:30AM	10:00AM	RP Vehicle					-
	To San Agustin Port	11:30AM	3:30PM	Boat	380.00	440.00	440.00		1,260.00
	To Official Station	3:40PM	4:30PM	RP Vehicle					-
			<b>TOTAL</b>		760.00	2,420.00	1,760.00	3,300.00	<b>8,240.00</b>

I certify that:

- (1) I have reviewed the foregoing itinerary
- (2) The travel was necessary to the service
- (3) The period covered is reasonable and
- (4) The expenses claimed is proper.

**DONNA MAYOR-GORDOVE, CESO IV**  
 Assistant Regional Director for  
 Management Services

Prepared by :

  
ARNOLDO A. BLAZA, JR.  
 OIC, PENRO

Approved by:

**LORMELYN E. CLAUDIO, CESO IV**  
 Regional Executive Director

*Appendix B*  
**CERTIFICATE OF TRAVEL COMPLETED**

DENR  
Agency

DENR-PENRO, Odiongan  
Station

I certify that I have completed the travel authorized in Itinerary of **Travel Order No.** \_\_\_\_\_  
dated \_\_\_\_\_ under indicated below:

☒ /    / Strict in accordance with the approved Itinerary.

☐ /    / Cut short as explained. Excess payment in the amount of P \_\_\_\_\_ was refund  
on O.R. No. \_\_\_\_\_ dated \_\_\_\_\_


☐ /    / Extended as explained below. Additional Itinerary was submitted.

☐ /    / Other deviation as explained.

Explanation or justification:

Evidence of travel attached hereto: Certificate of appearance and tickets are hereto attached.

Respectfully yours,

  
**ARNOLITO A. BLAZA, JR.**  
OIC, PENR Officer

On evidence and information of which I have knowledge, the Travel was actually undertaken.

Recommending Approval:

**DONNA MAYOR-GORDOVE, CESO IV**  
Assistant Regional Director for  
Management Services

Approved by:

**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director