



Republic of the Philippines  
Department of Environment and Natural Resources  
**Provincial Environment and Natural Resources Office**  
**MIMAROPA Region**

Bgy. Sta. Monica, Puerto Princesa City, Palawan  
E-mail: penropalawan@denr.gov.ph  
Telfax No. (048) 434-8791/ (048) 433-5638

**TRAVEL ORDER**

(No. \_\_\_\_\_)

Name: FELIZARDO B. CAYATOC

Salary: \_\_\_\_\_

Position: PENRO

Div./Sec./Unit: Office of the PENRO

Departure Date: November 8, 2022

Official Station: DENR-PENRO, PPC

Destination: CENRO Roxas and Arrival Date: November 11, 2022  
El Nido, Palawan, Aziza Paradise  
Hotel, Palawan

Purpose of Travel: To inspect the FlagT at Roxas, Palawan and attend PAMB  
Meeting at El Nido, Palawan and attend in the 1<sup>st</sup> Regional Project  
Management Committee (RPMC) Meeting.

Per Diems/Expenses Allowed: Php 2, 200.00 per day

Assistants or Laborers Allowed: \_\_\_\_\_

Appropriations to which travel should be charged: \_\_\_\_\_

Remarks or special instructions: Return to official station upon completion of travel

**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:

**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 my 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 5.1.3 COA Circular 97-002 dated February 10, 1997 and Sec. 16 EO No. 248 dated May 29, 1995.

FELIZARDO B. CAYATOC

Official/Employee