



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 Date: October 06, 2022
Position: PENR Officer Salary: _____
Div/Sec/Unit: PENRO
Official Station: PENRO
Departure Date: October 11, 2022 Arrival Date: October 13, 2022
Destination: TCP Office, San Roque, San Jose, Occidental Mindoro

Purpose of Travel: To attend executive meeting relative to the upcoming 2022 4th Quarter management conference.

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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Department of Environment and Natural Resources

MIMAROPA Region

PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

October 06, 2022

ITENERARY OF TRAVEL

NAME: ERNESTO E. TAÑADA
POSITION: OIC, PENRO
MONTHLY SALARY: 89,597.00
OFFICIAL STATION: PENRO OCCIDENTAL MINDORO

PURPOSE OF TRAVEL: TO ATTEND EXECUTIVE MEETING RELATIVE TO THE UPCVOMING 2022 4TH
QUARTER MAMAGEMENT CONFERENCE.

DESTINATION: TCP OFFICE, SAN ROQUE, SAN JOSE, OCCIDENTAL MINDORO

OCTOBER

11	From Mamburao, Occidental Mindoro To San Jose, Occidental Mindoro	2:00PM - 05:00PM
12	at the venue TCP Office San Roque, San Jose, Occidental Mindoro	
13	From San Jose, Occidental Mindoro To Mamburao, Occidental Mindoro	08:00AM- 11:00AM

Prepared by: (Official/Employee)

ERNESTO E. TAÑADA
OIC, PENRO



Republic of the Philippines
Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
Occidental Mindoro

NOTICE OF MEETING

TO : Chief, Technical Services Division
Chief, Management Services Division
CENR Officer Sablayan, Occidental Mindoro
CENR Officer San Jose, Occidental Mindoro
All PASUs
TCP Coordinator

FROM : OIC, PENR Officer

SUBJECT : EXECUTIVE MEETING RELATIVE TO THE UPCOMING 2022
4TH QUARTER MANAGEMENT CONFERENCE

DATE / TIME : October 12, 2022 Wednesday / 9:00 AM

AGENDA : a) Preparation for the upcoming 2022 4th Quarter Management
Conference to be held at San Jose, Occidental Mindoro
b) Other matters

You are hereby instructed to attend the Executive Committee meeting which will be conducted at TCP Office, San Roque, San Jose, Occidental Mindoro to discuss the preparation for the upcoming 2022 4th Quarter Management Conference.

ERNESTO E. TAÑADA

Barangay Payompon, Mamburao, Occidental Mindoro
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