



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: August 30, 2022

Official Station: DENR-PENRO, PPC

Destination: CENRO Quezon and CENRO Brooke's Point, Palawan

Arrival Date: September 2, 2022

Purpose of Travel: To conduct monitoring, assesment and validation of accomplishment reports on both physical and financial as of August 31, 2022, Backlogs (CY-2021), status of Catch-up plans including MOV's and issues and concerns at CENRO Quezon and CENRO Brooke's Point and to attend in the PAMB 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



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
PROVINCE OF PALAWAN

Bgy. Sta. Monica, Puerto Princesa City, Palawan

EMAIL : penropalawan@denr.gov.ph

TelFax No. (048) 433-5638/ 434-8791

AUG 30 2022

PENRO SPECIAL ORDER

NO. 2022-078

SERIES OF 2022

SUBJECT: CREATION OF A TEAM TO CONDUCT MONITORING AND ASSESSMENT AND VALIDATION OF ACCOMPLISHMENTS, MEANS OF VERIFICATIONS (MOV) INCLUDING ISSUES AND CONCERNS

In the interest of the service, and to assess/evaluate the Physical and Financial accomplishment including issues and concerns of the CENRO's in Palawan, a PENRO Management Team is hereby created to be composed of the following;

Overall Chairperson	-	PENRO Felizardo B. Cayatoc
Member Vice Chair for Mgt.	-	MSD Chief Franklin G. Hernandez
Member Vice Chair for Tech	-	TSD Chief Ronie B. Gandeza

MANAGEMENT SERVICES DIVISION (Members)

1. POIII Wamalayda S. Talabucon
2. POI Myra S. Mapanao
3. Accountant Cathy R. Flores
4. BOII Merlie De Jesus
5. FR Marichu Guintu
6. AAVI Belinda Abrea
7. AAI Irene A. Mixdon

TECHNICAL SERVICES DIVISION (Members)

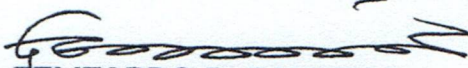
1. Supervising ECOMS Rhodora Ubani/Representative
2. LMOIII Jimmy Villareal/Representative
3. SFMS Angelica Verian/Representative
4. Forester II Arnel Gamutia
5. CDOII Merlyn Blaza

The objectives of the team are the following;

1. To validate and assess the reported actual accomplishment both financial and physical as of August 2022;
2. To gather issues and concerns in relation to the performance of the CENROs in accomplishing their work targets; and
3. To recommend solutions and/or actions to be taken towards the betterment of the operations.

The team shall be allowed to claim traveling allowance chargeable against their respective fund share, subject however to existing accounting and auditing rules and regulations!

This Order takes effect immediately and revokes/cancels previous order inconsistent herewith.


FELIZARDO B. CAYATOC
PENRO