



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
1515 DENR By the Bay, Roxas Blvd., Brgy. 668, Ermita, Manila

TRAVEL ORDER

Date: April 3, 2023

No. : _____

Name: ANNA RITCHELLE D. NICANOR

Salary (PhP): _____

Position: PMF / SCDO / PCO

Div/Sec/Unit : ARNP - PAMO

Official Station: CENRO SABLAYAN

Departure Date: APRIL 15, 2023

Arrival: APRIL 23, 2023

Destination: BAYBAY CITY, LEYTE

Purpose of Travel: TO ATTEND THE 2023 TRAINING WORKSHOP UNDER THE NIPAS MARINE PROTECTED AREA (MPA) CAPACITY BUILDING PROGRAM CLUSTERS IMPLEMENTATION FOR CLUSTER 2 (Topic: Sustainable Tourism)

Per Diems/Expenses Allowed: P 2,200.00

Appropriations to which travel should be charged: ARNP ALLOTMENT

Remarks or Special Instructions: SUBMIT REPORT UPON COMPLETION OF FIELD WORK.

CERTIFICATION

This is to certify that the travel is necessary and is connected with the functions of the official/employee of the Div/Sec/Unit.

Recommending Approval

APPROVED :

DONNA MAYOR-GORDOVE, CESO IV

Assistant Regional Director for Management

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 Circular 97-002 dated February 10, 1997 and Sec. 16 of EO no.248 dated May 29, 1995.

ANNA RITCHELLE D. NICANOR
Employee