



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
Provincial Environment and Natural Resources Office
Calapan City, Oriental Mindoro

TRAVEL ORDER

No. _____

NAME: ALAN L. VALLE
POSITION: OIC-PENR Officer
DEPARTURE DATE: December 20, 2023
DESTINATION: Palawan

Salary: _____
Div./Sec./Unit: Office of the PENRO
Official Station: PENR Office
Arrival Date : December 22, 2023

PURPOSE OF TRAVEL: To assist Regional Executive Director Felix S. Mirasol, Jr. during the conduct of PAMB meeting

Per Diems/Expenses 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/ employees of this
Div./Sec./Unit

Recommending Approval:

Approved by:

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

FELIX S. MIRASOL, JR., 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 station pursuant to Commission on Audit (COA) Circular No. 2012-004 dated November 28, 2012. liquidate this travel within twenty (20) days upon return to my permanent official.


ALAN L. VALLE
Official Employee

CERTIFICATE OF TRAVEL COMPLETED

FELIX S. MIRASOL, JR., CESO IV
(Agency Head)

Regional Executive Director
(Designation)

MIMAROPA Region
(Station)

I CERTIFY THAT I have completed as travel authorized in Itinerary Travel No. _____ dated _____ under conditions indicated below:

- ☐
- Strictly in accordance with approved itinerary

☐

Cut short as explained below. Excess payment in the amount of P _____ was refunded under O.R. No. _____ dated _____.☐

☐

Other deviations as explained below

Explanation of Justification:

Evidence of Travel:

- ☐

Used tickets
- ☐

Certificate of Appearance
- ☐

Others
Travel Order

Respectfully submitted:


ALAN L. VALLE

Officer or Employee

On evidence and information of which I have acknowledged, the travel was normally undertaken.

FELIX S. MIRASOL, JR., CESO IV

Regional Executive Director

ITINERARY OF TRAVEL							
Department of Environment and Natural Resources Office-Provincial Office							
Agency							
No. _____							
Name : ALAN L. VALLE							
Purpose of Travel : <u>Please see attached travel order</u>							
Date	Places to be visited	TIME		EXPENSES			
		Departure	Arrival	Means of Transpo.	Expenses	Per Diem	Total Amount
December 20	OS to Calapan City Pier	2:00 am		RP Vehicle		2,200.00	2,200.00
	To Batangas City Pier			Boat	528.00		528.00
	To Airport			RP Vehicle			
	To El Nido, Palawan			Airplane	6,188.00		6,188.00
	To venue (PAMB meeting)			RP Vehicle			
	To Puerto Princesa City		8:00 pm	Van	300.00		300.00
December 21	Puerto Princesa City to Airport	5:50 am		PUV	100.00	2,200.00	2,300.00
	To Manila			Airplane	4,362.00		4,362.00
	To Regional Office		10:15 am	RP Vehicle			
December 22	Regional Office to OS	10:00 am	2:00 pm	RP Vehicle		1,100.00	1,100.00
					11,478.00	5,500.00	16,978.00
I certify that: (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.				Prepared by:			
				ALAN L. VALLE OIC-PENRO			
				FELIX S. MIRASOL, JR., CESO IV Regional Executive Director			