



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

Position: PENR Officer

Date: December 18, 2023

Salary : _____

Div./Sec./Unit: PENRO

Official Station: PENRO

Departure Date: December 18, 2023

Arrival Date: December 20, 2023

Destination: SAN JOSE AND MAMBURAO, OCC. MINDORO

Purpose of Travel: To attend in the Handog Titulo Program of CENRO Sablayan

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:

DONNA MAYOR-GORDOVE, CESO IV
ARD-Management Services

Approved:

FELIX S. MIRASOL, JR.
Regional Executive Director

AUTHORIZATION

I herby 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