



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

December 19, 2023

TRAVEL ORDER
(No. _____)

Name: FELIZARDO B. CAYATOC Salary: Php 116, 040.00
Position: PENRO Div./Sec./Unit: Office of the PENRO
Departure Date: December 19, 2023 Official Station: DENR-PENRO, PPC
Destination: EL NIDO PAMB-ENNMRPA Arrival Date: December 21, 2023
Purpose of Travel: To attend the PAMB-ENNMRPA at El Nido, Palawan and monitor ENR Projects.
Per Diems/Expenses Allowed: Php 2, 200.00
Assistants or Laborers Allowed: None
Appropriations to which travel should be charged: PENRO/Mine Funds
Remarks or special instructions: Return to Official station and submit report 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
Asst. Regional Director for Management Services

FELIX S. MIRASOL, JR., CESO IV
OIC, 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
Official/Employee