



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 13, 2023
DESTINATION: MIMAROPA/ Manila

Salary: _____
Div./Sec./Unit: Office of the PENRO
Official Station: PENR Office
Arrival Date : December 17, 2023

PURPOSE OF TRAVEL: To attend DENR ONE MIMAROPA 4th quarter regional management conference cum CY 2023 general assembly

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

ITINERARY OF TRAVEL							
Department of Environment and Natural Resources Office-Provincial Office							
Agency							
Name : ALAN L. VALLE						No. _____	
Purpose of Travel : Please see attached travel order							
Date	Places to be visited	TIME		EXPENSES			
		Departure	Arrival	Means of Transpo.	Expenses	Per Diem	Total Amount
December 13	OS to Calapan City Pier To Batangas City Pier To Regional Office	5:00 pm	12:20 am	RP Vehicle Boat	377.00	2,200.00	2,200.00 377.00
December 14	Regional Office to the venue	7:40 am	9:00 am	RP Vehicle		440.00	440.00
December 15	Still at the Venue					440.00	440.00
December 16	Venue to residence	7:30 am	10:00	RP Vehicle		1,100.00	1,100.00
December 17	Residence to Batangas City Pier To Calapan City Pier To OS	11:00 am	7:30 pm	RP Vehicle Boat	377.00	1,100.00	1,100.00 377.00
					754.00	5,280.00	6,034.00
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			

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 _____.
- ☐ Extended as explained below. Additional itinerary was submitted.
- ☐ 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



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region

REGIONAL SPECIAL ORDER

NOV 15 2023

No. **610**
Series of 2023

**SUBJECT: AUTHORIZING THE CONDUCT OF THE FY 2023 DENR ONE
MIMAROPA 4TH QUARTER REGIONAL MANAGEMENT
CONFERENCE CUM CY 2023 GENERAL ASSEMBLY**

In the interest of the service and in order (1) to determine the status of FY 2023 Performance, (2) boosts morale and camaraderie among the employees and officials, and (3) recognize the services rendered by some personnel through the Program on Awards and Incentives for Service Excellence (PRAISE), the conduct of the FY 2023 DENR ONE MIMAROPA 4th Quarter Regional Management Conference cum CY 2023 General Assembly on December 14-15, 2023, in Metro Manila is hereby authorized.

It shall be participated by the following Officials and Personnel:

MANAGEMENT CONFERENCE PARTICIPANTS (December 14-15)		
	NAME	POSITION/DESIGNATION
DENR Regional Office		
1.	Felix S. Mirasol, Jr., CESO IV	OIC, Regional Executive Director
2.	Donna Mayor-Gordove, CESO IV	Assistant Regional Director, Management Services
3.	Maximo C. Landrito	OIC Assistant Regional Director, Technical Services
4.	Jaime M. Ancheta, Jr.	NGP Regional Coordinator
5.	Atty. Gandhi G. Flores	Chief, Legal Division
6.	Rosario C. Gulmatico	Chief, Administrative Division
7.	Jonas Paolo M. Saludo	OIC Chief, Planning and Management Division
8.	Ruby C. Bautista	Chief, Finance Division
9.	Marilyn R. Limpiada	Chief, Licenses, Patents, and Deeds Division
10.	Lino M. Dimapilis	Chief, Enforcement Division
11.	Maria Melissa L. Endangan	Chief, Conservation and Development Division
12.	Roman G. Legaspi	Chief, Surveys and Mapping Division
13.	Winston A. De Guzman	OIC Chief, Monitoring and Evaluation Section
14.	Jeremy A. Melchor	Chief, Plans and Programs Section
15.	Madona P. Corado	Chief, Regional Strategic Communication and Initiatives Group
16.	Arnel N. Astrera	President, DENREU
Environmental Management Bureau		
17.	Joe Amil M. Salino	Regional Director, EMB
18.	Engr. Edna P. Quindoza	Chief, Finance and Administrative Division
19.	Buena Fe A. Rioflorido	Chief, Clearance and Permitting Division
20.	Engr. Pablito M. Estorque, Jr.	Chief, Environmental Monitoring and Enforcement Division

NAME		POSITION/DESIGNATION
Mines and Geosciences Bureau		
21.	Engr. Felizardo A. Gacad, Jr.	Regional Director, MGB
22.	Edwin M. Mojares	Chief, Geosciences Division
23.	Engr. Ellengrace R. Galiste	Chief, Mine Management Division
24.	Engr. Alvin S. Requimin	Chief, Mine Safety, Environment, and Social Development Division
25.	Bon Kristoffer G. Gabay	Chief, Finance and Administrative Division
Marinduque		
26.	Imelda M. Diaz	OIC, PENRO Marinduque
27.	Gemma P. Delos Reyes	OIC, Chief, Management Services Division
28.	Engr. Cynthia U. Lozano	Chief, Technical Services Division
29.	Emeterio M. Recto	PASu, MWS
Occidental Mindoro		
30.	Ernesto E. Tañada	OIC, PENRO Occidental Mindoro
31.	Anastacio A. Santos	CENRO Sablayan
32.	Efren L. Delos Reyes	CENRO San Jose
33.	Abe R. Francisco	Chief Management Services Division
34.	Celso B. Almazan	OIC, Chief, Technical Services Division
35.	Hector S. Aragon	PASu, MIBNP
36.	Krystal Dane T. Villanada	PASu, ARNP
37.	Arlene V. Francisco	PASu, MCWS
Oriental Mindoro		
38.	Allan L. Valle	OIC, PENRO Oriental Mindoro
39.	Cesar E. Quebec	CENRO Roxas
40.	Rodel M. Boyles	CENRO Socorro
41.	Maricel V. Supleo	Chief Management Services Division
42.	Alma E. Gibe	Chief, Technical Services Division
43.	Ricardo R. Natividad	PASu, NLNP
Palawan		
44.	Felizardo B. Cayatoc	PENRO Palawan
45.	Leonard T. Caluya	CENRO Brooke's Point
46.	Rodney G. Verian	OIC CENRO, Coron
47.	Alexander E. Mancio	OIC CENRO, Puerto Princesa City
48.	Renato S. Gonzaga	OIC CENRO, Quezon and Concurrent PASu, MMPL
49.	Pablo L. Cruz	CENRO Roxas
50.	Conrado M. Corpuz	CENRO Taytay
51.	Wamalayda S. Talabucon	OIC Chief, Management Services Division
52.	Ronie B. Gandeza	Chief, Technical Services Division
53.	Mildred A. Suza	PASu, ENTMRPA
54.	Clarissa P. Pador	PASu, MSPLS
55.	Franklin M. Aquino	PASu, UIGBRS
56.	Engr. Rex S. Velasco	PASu, RIWS
Romblon		
57.	Cesar P. Odi	OIC, PENRO Romblon
58.	Thelmo S. Hernandez	Chief, Management Services Division
59.	Malvin R. Rocero	Chief, Technical Services Division
60.	Raymund G. Inocencio	PASu, CWFR
61.	Manuel B. Romero	PASu, MGGNP
Secretariat		
62.	Kaila P. Mora	Staff PMD-PPS
63.	Ma. Elaine D. Saños	Staff PMD-PPS
64.	Jose Branco L. Calayo	Staff PMD-PPS

NAME	POSITION/DESIGNATION
65. Edna A. Tarrosa	HRDS Representative
66. Kristine A. Zacarias	HRDS Representative
YEAR END ASSEMBLY PARTICIPANTS (December 15)	
DENR Employees	

All expenses to be incurred in the conduct of the event such as meals, accommodation, and other incidental expenses shall be charged against the Regional Office funds. However, payment of travel expenses of the participants shall be charged against their respective offices, subject to the usual accounting rules and regulations.

This Order takes effect on the dates stipulated herein.


FELIX S. MIRASOL, JR., CESO IV
 OIC, Regional Executive Director