



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: March 6, 2023
DESTINATION: CENRO Roxas and CENRO Socorro

Salary: _____
Div./Sec./Unit: Office of the PENRO
Official Station: PENR Office
Arrival Date : March 8, 2023

PURPOSE OF TRAVEL: To monitor and familiarize the programs, projects and activities implemented with the jurisdiction of CENROs Roxas and Socorro

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

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 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

No. _____

Name : ALAN L. VALLE

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
March 6	OS to Gloria To Bongabong To CENRO Roxas	8:20 am	11:35 am	RP Vehicle		2,200.00	2,200.00
March 7	CENRO Roxas to Mansalay To Bulalacao To CENRO Roxas	8:00am	10:40 pm 3:45pm	RP Vehicle		2,200.00	2,200.00
March 8	CENRO Roxas to CENRO Socorro To OS	6:00 am	3:30 pm	RP Vehicle		1,100.00	1,100.00 - -
					-	5,500.00	5,500.00

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

LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director