



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: June 27, 2023  
DESTINATION: Gloria & Bongabong, Oriental Mindoro

Salary: \_\_\_\_\_  
Div./Sec./Unit: Office of the PENRO  
Official Station: PENR Office  
Arrival Date : June 30, 2023

PURPOSE OF TRAVEL: To conduct inspection of the alleged discovered traces of oilspill in Gloria and Bongabong  
To conduct site visit of DENR Clone nursery area in Gloria and Arboretum area in Bongabong

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
June 27	OS to Gloria	11:00 am	2:20 pm	RP Vehicle		2,200.00	2,200.00
June 28	Still at Gloria					2,200.00	2,200.00
June 29	Gloria to Bongabong	8:20 am	10:55 am	RP Vehicle		2,200.00	2,200.00
June 30	Bongabong to OS	10:46 am	1:58 pm	RP Vehicle		1,100.00	1,100.00
					-	7,700.00	7,700.00

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

## CERTIFICATE OF TRAVEL COMPLETED

Lormelyn E. Claudio, 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.

LORMELYN E. CLAUDIO, CESO IV

Regional Executive Director