



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: **JUNE 26, 2023**
Salary : _____
Div./Sec./Unit: **PENRO**
Official Station: **PENRO**

Departure Date: **JUNE 27, 2023** Arrival Date: **JUNE 27, 2023**
Destination: **SITIO PINAGTURILAN, STA. CRUZ, OCCIDENTAL MINDORO**
Purpose of Travel: **TO PARTICIPATE IN THE TREE PLANTING ACTIVITY FOR ARBOR DAY 2023**

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:

LORMELYN E. CLAUDIO, CESO IV
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

