

TRAVEL O	RDER
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 Destination: SITIO PINAGTURILAN, STA.CRU Purpose of Travel: TO PARTICIPATE IN THE TARBOR DAY 2023	
Appropriation to which Travel should be charged: _Remarks or special instructions:	
CERTIFICA	ATION:
This is to certify that the travel is necessary official/employee of this Div./Sec./Unit.	and is connected with the functions of the
Recommending Approval:	Approved:
ARD-Management Services	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

				DATE:	
				MONTHLY SALARY:	
NAME:	ERNESTO E. T	AÑADA	POSITION DMO VIOI, PENR OFFICER		
OFFICIAL STATION: DENR-PENRO MAMBURAO OCCIDENTAL MINDORO					
PURPOSE OF TRAVEL: TO PARTICIPATE IN THE TREE PLANTING ACTIVITY FOR ARBOR DAY 2023					

DATE	PLACES TO BE	TIME		MEANS OF	ALLOWABLE EXPENSES		TOTAL
	VISITED (Destination)	DEPARTURE	ARRIVAL	TRANSPORTATION	TRANSPORTATION	PER DIEM	
UNE							
2023						tri	
27	From official station to Sta. Cruz	5:30AM	4:00PM	F FE OF	Office Vehicle		
							-
						3	212.1
	-1			1	7.0	1 1 4 4 4 1	
				2	2		
	,		-				
		3			1. 1. 1. 1.	A .	
				Fig. 1. 2		100	
		-					
						7	
						3.31	
				-		1.4%	
				7			
						^	
					/		

I CERTIFY that (1) I have reviewed the foregoing itinerary (2) the travel is Prepared by: (Official/Employee) necessary to the service, (3) the period covered is reasonable , and, (4) the expenses claimed are proper.

ERNESTO E. TAÑADA

Approved by: (Head of Agency)

LORMELYN E. CLAUDIO, CESO IV REGIONAL EXECUTIVE DIRECTOR