



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: **March 29, 2023**

Salary : _____

Div./Sec./Unit: **PENRO**

Official Station: **PENRO**

Departure Date: **March 29, 2023**

Arrival Date: **April 1, 2023**

Destination: **San Jose, Occidental Mindoro**

Purpose of Travel: **To visit NGP Site**

Per Diems/Expenses Allowed: _____

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:

Approved:

DONNA MAYOR-GORDOVE, CESO IV

ARD-Management Services

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