

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 2	OS to Calapan City Pier	6:00am		RP Vehicle		1,100.00	1,100.00
	Terminal Fee				20.00		20.00
	To Batangas City Pier			Boat	528.00		528.00
	To Batangas City (venue)						
	To Batangas City Pier						
	Terminal Fee				30.00		30.00
	To Calapan City Pier			Boat	528.00		528.00
	To OS		7:30pm				
					1,106.00	1,100.00	2,206.00
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

(Agency Head) _____

PENRO
(Designation)

PENRO OR MDO
(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



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Provincial Environment and Natural Resources Office
Calapan City, Oriental Mindoro

TRAVEL ORDER
(NO: _____)

Name: ALAN L. VALLE
Position: OIC-PENRO
Departure Date: March 2, 2023
Destination: Batangas City

Salary:
Div./Sec./Unit:
Official Station: PENRO, Calapan City
Arrival Date: March 2, 2023

Purpose of Travel: To attend meeting with Malampaya Foundation, Inc for the proposed establishment of Verde Island
Passage (VIP) under ENIPAS

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/employee of this Div./Sec./Unit.

Recommending Approval:

Approved:

DONNA MYOR-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 succeeding salary for my failure to liquidate this travel within twenty (20) days upon return to my permanent official station pursuant to Commission of Audit (COA) Circular No. 2012-004 dated November 28, 2012.

ALAN L. VALLE
Official Employee