



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 Salary: \_\_\_\_\_  
POSITION: OIC-PENR Officer Div./Sec./Unit: Office of the PENRO  
DEPARTURE DATE: May 17, 2023 Official Station: PENR Office  
DESTINATION: San Teodoro and Puerto Galera, Oriental Mindoro Arrival Date : May 19, 2023  
PURPOSE OF TRAVEL: conduct of site observation/assessment of existing tenurial holders of all tenurial instruments for Power generation within Oriental Mindoro

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
May 17	OS to San Teodoro	6:30 am	7:20 am	RP Vehicle		660.00	660.00
May 18	San Teodoro to Puerto Galera	8:00 am	8:45 am	RP Vehicle		660.00	660.00
May 19	Puerto Galera to OS	11:20 am	1:25 pm	RP Vehicle		660.00	660.00
					-	1,980.00	1,980.00

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  
**MIMAROPA Region**  
Provincial Environment and Natural Resources Office

May 15, 2023

Jefferson Y. Yao  
President  
Ormin Power Incorporated  
Barangay Caagutayan, San Teodoro, Oriental Mindoro

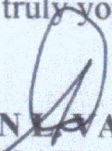
Dear Mr. Yao;

This refers to our program for the regular monitoring of the existing holders of all tenurial instruments for power generation within the Province of Oriental. This is to make sure that all are following the existing guidelines, rules, and regulations issued by the DENR relative to the use of forestland. This is due to the fact that this helps to maintain the sustainable utilization of renewable energy needed by our community within this province.

In this regard, we would like to inform your office that within this week, we will be visiting your site to conduct observation and assessment of the area covered, located at Barangay Caagutayan, Sant Teodoro, Oriental Mindoro. May we also request your assistance in this activity once there is a final schedule for this matter.

Thank you.

Very truly yours,

  
ALAN L. VALLE  
OIC PENRO





Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
Provincial Environment and Natural Resources Office

May 15, 2023

Nicanor Villaseñor, III  
Chief Operating Officer  
Philippine Hybrid Energy System Inc. (PHESI)  
Barangays Tabinay, and Baclayan,  
Puerto Galera, oriental Mindoro

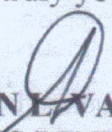
Dear Mr. Villaseñor, III;

This refers to our program for the regular monitoring of the existing holders of all tenurial instruments for power generation within the Province of Oriental. This is to make sure that all are following the existing guidelines, rules, and regulations issued by the DENR relative to the use of forestland. This is due to the fact that this helps to maintain the sustainable utilization of renewable energy needed by our community within this province.

In this regard, we would like to inform your office that within this week, we will be visiting your site to conduct observation and assessment of your area covered, located at Barangay Tabinay and Baclayan, Puerto Galera, Oriental Mindoro. May we also request your assistance in this activity once there is final schedule for this matter.

Thank you.

Very truly yours,

  
**ALAN L. VALLE**  
GIC PENRO