

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MTS. IGLIT-BACO NATIONAL PARK - PROTECTED AREA OFFICE
San Roque I, San Jose, Occidental Mindoro

TRAVEL ORDER

No.: _____

Name: **ROBERTO T. SUAVERDEZ**

Position: **PARK MAINTENANCE FOREMAN**

Date preparation: **02-May-23**

Salary (Php): _____

Div/Sec/Unit: _____

Official Station: **MIBNP-PAMO**

Arrival: **MAY 8, 2023**

Departure Date: **MAY 2, 2023**

Destination: **MTS. IGLIT BACO NATURAL PARK**

Purpose of Travel: **TO ASSIST THE CONDUCT OF BIODIVERSITY ASSESSMENT
AND MONITORING SYSTEM FOR CY 2023**

Per Diems/Expenses Allowed: _____

Appropriations to which travel should be charged: _____

Remarks or Special Instructions: _____

**RETURN TO OFFICIAL STATION AND SUBMIT
REPORT WITH GEOTAGGED PHOTOS UPON
COMPLETION OF TRAVEL**

CERTIFICATION:

This is to certify that the travel is necessary and is connected with the functions of the official/employee of the Div/Sec/Unit.

Recommending Approval

Approved:

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 liquidate this travel within the prescribed thirty-day period upon return to my permanent official station pursuant to item 5.1.3 Circular 97-002 dated February 10, 1997 and Sec. 16 EO no.248 dated May 29, 1995.

ROBERTO T. SUAVERDEZ

Official/Employee

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