



TRAVEL ORDER

FMS Form No. 34
Date: November 6, 2023

(No. _____)

Name: **DONNA C. TABERNILLA**

Salary: 37,380.00

Position: Forester II

Div./Sec./Unit: EMS

Departure Date: November 7, 2023

Official Station: CENRO Taytay

Destination: Subic Bay Exhibition and Convention
Center, Zambales and
St. Giles Makati Hotel, Makati Avenue,
Metro Manila

Arrival Date: November 18, 2023

Purpose of Travel: To attend the 2023 Society of Filipino Foresters Inc. (SFFI) Annual National Conference
in compliance with Regional Special Order No. 570 dated October 20, 2023 and
Consultation Workshop on the Possible Incorporation of ICT Solutions to Enforcement
Procedures of DENR compliance with Special Order No. 2023-696 dated
November 3, 2023.

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 by:

DONNA MAYOR-CORDOVE, CESO IV
OIC, Assistant Regional Director
for Management Services

FELIX S. MIRASOL, JR.
Director III
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 COA Circular 97-002 dated February 10, 1997 and Sec. 16 EO No. 248 dated May 29, 1995.

Official / Employee



TRAVEL ORDER

(No. _____) FMS Form No. 34
Date: November 6, 2023

Name: **DONNA C. TABERNILLA** Salary: 37,380.00
Position: Forester II Div./Sec./Unit: EMS
Departure Date: November 7, 2023 Official Station: CENRO Taytay
Destination: Subic Bay Exhibition and Convention Arrival Date: November 18, 2023
Center, Zambales and
St. Giles Makati Hotel, Makati Avenue,
Metro Manila

Purpose of Travel: To attend the 2023 Society of Filipino Foresters Inc. (SFFI) Annual National Conference in compliance with Regional Special Order No. 570 dated October 20, 2023 and Consultation Workshop on the Possible Incorporation of ICT Solutions to Enforcement Procedures of DENR compliance with Special Order No. 2023-696 dated November 3, 2023.

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: DONNA MAYOR-CORDOVE, CESO IV OIC, Assistant Regional Director for Management Services	Approved by: FELIX S. MIRASOL, JR. Director III 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 COA Circular 97-002 dated February 10, 1997 and Sec. 16 EO No. 248 dated May 29, 1995.

Official / Employee

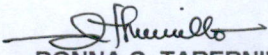
ITINERARY OF TRAVEL

Entity Name: DENR
Fund Cluster: _____

No.: _____

Name:	<u>DONNA C. TABERNILLA</u>	Date of Travel:	<u>November 7-18, 2023</u>
Position:	<u>FORESTER II</u>	Purpose of Travel:	To attend the 2023 Society of Filipino Foresters Inc. (SFFI) Annual National Conference in compliance with Regional Special Order No. 570 dated October 20, 2023 and Consultation Workshop on the Possible Incorporation of ICT Solutions to Enforcement Procedures of DENR compliance with Special Order No. 2023-696 dated November 3, 2023.
Official Station:	<u>DENR-CENRO Taytay, Palawan</u>		

Date	Places to be visited (Destination)	T I M E		Means of Transportation	Fare	Per Diems	Others	Total Amount
		Departure	Arrival					
Nov. 7	Taytay to PPC	8:00 am		Shuttle/Van	500.00	2,200.00		2,700.00
Nov. 8	PPC to to Manila Airport			Plane	1,761.50	1,500.00		3,261.50
	to Olongapo City			Bus				-
	to Acme Inn (Hotel)							
Nov. 9-10	at Olongapo City					2,400.00		2,400.00
Nov. 11	at Olongapo City					1,500.00		1,500.00
Nov. 12	Acme Inn, Olongapo City to Manila			Bus		1,100.00		1,100.00
Nov. 13	St. Giles Makati Hotel, Makati Avenue, Manila			Taxi				
Nov. 14-17	Still at St. Giles Makati Hotel, Makati Avenue, Manila							
Nov. 18	St. Giles Makati Hotel to Manila Airport			Taxi		1,100.00		1,100.00
	Manila Airport to PPC			Plane				
	PPC to Taytay			Van	500.00			500.00
TOTAL					2,761.50	9,800.00	-	12,561.50

<p>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</p> <p><u>CONRADO M. CORPUZ</u> CENRO</p>	Prepared by: <div> <u>DONNA C. TABERNILLA</u> Officer/Employee</div>
	Approved by: <div><u>FELIZARDO B. CAYATOC</u> PENRO</div>

This form shall be attached to all claims for travelling expenses