



Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**Provincial Environment and Natural Resources Office**  
Calapan City, Oriental Mindoro

**T R A V E L   O R D E R**

No. \_\_\_\_\_

NAME: ALAN L. VALLE Salary: \_\_\_\_\_  
POSITION: OIC-PENR Officer Div./Sec./Unit: Office of the PENRO  
DEPARTURE DATE: November 27, 2023 Official Station: PENR Office  
DESTINATION: Manila/ MIMAROPA Regional Office Arrival Date : December 3, 2023

PURPOSE OF TRAVEL: To participate on the conduct of Consolidation Writeshop for the DENR CALABARZON and MIMAROPA Protected Area Suitability Assessment (PASA) Report of the Verde Island Passage (VIP)/ To coordinate with ARDTS regarding technical matters/ To submit documents

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

**FELIX S. MIRASOL, JR., 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



DEPARTMENT OF ENVIRONMENT AND NATURAL  
RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



SPECIAL ORDER  
No. 2023 - 730

DENR-MIMAROPA REGION  
PROVINCIAL ENVIRONMENT AND NATURAL  
RESOURCES OFFICE  
ORIENTAL MINDORO  
PENRO TRACKING NO.  
RECEIVED BY: *[Signature]*  
NOEME P. ALCANCIA  
DATE: NOV 06 2023  
TIME: 11:31 PM

NOV 06 2023

SUBJECT : AUTHORIZING THE CONDUCT AND PARTICIPATION OF  
BMB STAFF TO THE CONSOLIDATION WRITESHOP FOR  
THE DENR CALABARZON AND MIMAROPA PROTECTED  
AREA SUITABILITY ASSESSMENT (PASA) REPORT OF THE  
VERDE ISLAND PASSAGE (VIP)

In the interest of service and to ensure effective and efficient conservation, protection, and management of the Verde Island Passage, the conduct of Consolidation Write shop for the DENR CALABARZON and MIMAROPA Protected Area Suitability Assessment (PASA) Report on the Verde Island Passage (VIP) on November 28-29, 2023 in Metro Manila is hereby authorized. The following regional, field, and BMB staff shall attend said activity:

Name	Position	Office	Region
Noel M. Recillo	OIC PENR Officer	PENRO Batangas	Region 4A
Allan Willard M. Estillore	OIC CENR Officer	CENRO Lipa City	Region 4A
Isagani Q. Amatorio	DMO III/OIC, CRFMS Chief	CENRO Calaca	Region 4A
Ma. Carolane P. Gonzales	In-Charge, CDD	Regional Office CALABARZON	Region 4A
Raymund F. Mercurio	DMO III/OIC, CRFMS Chief	Regional Office CALABARZON	Region 4A
Jefferson Cruz	DMO III/OIC, PAMBCS Chief	Regional Office CALABARZON	Region 4A
Wyleen G. Capito	CDU	PENRO Batangas	Region 4A
Imelda M. Diaz	OIC PENR Officer	PENRO	Region 4B

		Marinduque	
Maria Elena M. Paranaque	CDU	PENRO Marinduque	Region 4B
Ernesto E. Tanada	OIC PENR Officer	PENRO Occidental Mindoro	Region 4B
Emeliza Calabio	CDU	PENRO Occidental Mindoro	Region 4B
Alan L. Valle	OIC PENR Officer	PENRO Oriental Mindoro	Region 4B
Amor D. Asi	CDU	PENRO Oriental Mindoro	Region 4B
Cesar P. Odi	OIC PENR Officer	PENRO Romblon	Region 4B
Shiela Martirez-Forcales	CDU	PENRO Romblon	Region 4B
Maria Melissa L. Endangan	OIC Chief, CDD	Regional Office MIMAROPA	Region 4B
Ma. Cecilia G. Sawit	Section Chief, CRFMS	Regional Office MIMAROPA	Region 4B
Michaela D. Rongavilla	Section Chief, PAMBCS	Regional Office MIMAROPA	Region 4B

**Subject Matter Expert / Resource Persons:**

1. Marcial C. Amaro, Jr. - Assistant Secretary for International Affairs and concurrent OIC Director, BMB
2. Armida P. Andres - OIC Assistant Director, in concurrent capacity as Chief, CMD

**Coastal and Marine Division (CMD)**

3. John Erick B. Avelino - Supervising EMS, ICMPS
4. Alita D. Sangalang - Senior EMS/ AO, CALABARZON/Focal Person, VIP
5. Joaquin Rogelio Silvestre - EMS II / Action Officer, MIMAROPA
6. Lea Avilla - EMS II, CMD Planning Officer
7. Dan Louie Bernabe - Administrative Aide VI, CMD
8. Amelia Abecina - GIS Specialist

**Biodiversity and Policy Planning and Knowledge Management Division (BPKMD)**

9. Septher Ian Salcedo - Remote Sensing Technologist II

**National Parks Division (NPD)**

10. Daniel B. Garino - Senior EMS

In addition, Secretariat support shall be provided by the following CMD staff:

11. Allan Paul L. Felix

12. Vincent Leongson


13. Ruel Metran

Expenses to be incurred in relation to the training/workshops including venue, transportation of BMB personnel, food and accommodation, and supplies including workshop kits shall be charged against BMB-CMD funds subject to the usual accounting and auditing rules and regulations.

The BMB Director is authorized to change the date and time of the activities, as necessary for reasons such as availability of resource speakers, and conflict of schedule with other priority programs of the DENR, among others.

A report shall be submitted online ([bit.ly/LNDportal](https://bit.ly/LNDportal)) to the undersigned through the Human Resource Development Service (HRDS) Training and Development Division, fifteen (15) days after the completion of the activity. Any changes in schedule shall be submitted to the HRDS for records purposes.

This Order shall take effect on the dates herein specified.

  
**AUGUSTO D. DELA PEÑA**  
Undersecretary for Organizational Transformation  
and Human Resources



ITINERARY OF TRAVEL							
Department of Environment and Natural Resources Office-Provincial Office							
Agency							
No. _____							
Name : <b>ALAN L. VALLE</b>							
Purpose of Travel : <u>Please see attached travel order</u>							
Date	Places to be visited	TIME		EXPENSES			
		Departure	Arrival	Means of Transpo.	Transportation	Per Diem	Total Amount
November 24	OS to Calapan City Pier To Batangas City Pier To Residence	6:00 pm	1:20 am	RP Vehicle Boat	350		350.00
November 27	Residence to Regional Office	7:00 am	10:40 am	RP Vehicle RP Vehicle		2,200.00	2,200.00
November 28	Regional Office to Venue	7:40 am	8:55 am			440.00	440.00
November 29	Still at the Venue					440.00	440.00
November 30	To Regional Office	8:45 am	11:50 am	RP Vehicle		2,200.00	2,200.00
November 31	Regional Office to Res.	4:00 pm	7:56 pm	RP Vehicle		1,100.00	1,100.00
December 3	Residence to Batangas City Pier To Calapan City Pier To OS	12:40 am	8:30 am	RP Vehicle Boat	350.00		350.00
					700.00	6,380.00	7,080.00
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			
				FELIX S. MIRASOL, JR., CESO IV Regional Executive Director			

**CERTIFICATE OF TRAVEL COMPLETED**

**FELIX S. MIRASOL, JR., CESO IV**  
(Agency Head)

Regional Executive Director  
(Designation)

MIMAROPA Region  
(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.

**FELIX S. MIRASOL, JR., CESO IV**  
Regional Executive Director