TRAVEL ORDER No.

Name:	ERNESTO E.	TAÑADA
Position	n: PENR Office	er

Date: **OCTOBER 17, 2023**

Salary:

Div./Sec./Unit: PENRO Official Station: PENRO

Departure Date: OCTOBER 18, 2023

Arrival Date: OCTOBER 20, 023

Destination: ABRA, SABLAYAN & SAN JOSE, OCCIDENTAL MINDORO

Purpose of Travel: TO ASSIST RED FELIX S. MIRASOL, JR. IN THE FIELD VISIT IN

OCCIDENTAL MINDORO

Appropriation to which Travel shou	ald be charged:
Remarks or special instructions:	

CERTIFICATION:

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 MAYOR-GORDOVE, CESO IV

ARD-Management Services

FELIX S. MIRASOL, JR. Regional Executive Director

AUTHORIZATION

I herby authorize the accountant to deduct the corresponding amount of the unliquidated cash advance from my succeeding salary for failure to liquidate this travel within the prescribed thirty-day period upon return to my permanent official station pursuant to item 5.1.3 of COA Circular 97-002 dated February 10, 1997 and Sec. 16 of EO No. 248 dated May 29, 1995.

		DATE:
		MONTHLY SALARY:
NAME: ERNESTO E. TAÑADA	POSITION DMO VIOI, PENR OFFICER	
OFFICIAL STATION: DENR-PENRO MAMBURAO O	CCIDENTAL MINDORO	
PURPOSE OF TRAVEL: TO ASSIST RED FELIX S. MIR.	ASOL, JR. IN THE FIELD VISIT IN OCCIDE	NTAL MINDORO

DATE	PLACES TO BE	TIM	1E	MEANS OF	ALLOWABLE E	XPENSES	TOTAL
	VISITED (Destination)	DEPARTURE	ARRIVAL	TRANSPORTATION	TRANSPORTATION	PER DIEM	
CTOBER							
2023							
18	from official station to Abra	1:30pm	2:00pm		Office Vehicle		2200
	from Abra to Mamburao	3:30pm	4:00pm		Office Vehicle		2200
		3.30pm	4.00pm				110
19	from Mamburao to Sablayan	7:00pm	8;30pm		Office Vehicle		1100
20	from Sablayan to San Jose	1:00pm	3:30pm		Office Vehicle		2200
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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.

TOTAL 5,500.00

Prepared by: (Official/Employee)

ERNESTO E. TAÑADA

Approved by: (Head of Agency)

FELIX S. MIRASOL, JR. REGIONAL EXECUTIVE DIRECTOR