



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  
POSITION: OIC-PENR Officer  
DEPARTURE DATE: October 18, 2023  
DESTINATION: Puerto Galera, Oriental Mindoro

Salary: \_\_\_\_\_  
Div./Sec./Unit: Office of the PENRO  
Official Station: PENR Office  
Arrival Date : October 20, 2023

PURPOSE OF TRAVEL: Site visit of GEM monitoring station/ Meeting and inspection with MENRO, Municipal Assesor and Municipal Planning on the alleged boundary of Puerto Galera and Abra de Ilog

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



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

October 16, 2023

**HON. ROCKY D. ILAGAN**  
Municipal Mayor  
Puerto Galera, Oriental Mindoro

Attention: *The Municipal Environment and Natural Resources Officer*

Dear Mayor Ilagan:

*Makakalikasang Araw po!*

This pertains to the boundary conflict between the Municipality of Puerto Galera, Oriental Mindoro and Abra De Ilog, Occidental Mindoro, which is still unresolved up to this time. Please be informed that the DENR thru our Regional Executive Director is exerting its effort to find possible solution on this problem / issue for a peaceful claim of the area coverage.

Relative thereto, may we request for a technical conference with you to discuss matters regarding this boundary disputes, on Thursday, October 19, 2023, 9:00 a.m. within your premises. If available, please make it ready all the documents regarding the creation of Puerto Galera to be used as our reference.

For confirmation of the proposed schedule of technical conference, kindly coordinate directly to my mobile number, 09189123329.

Thank you very much and we are looking forward for possible settlement of this issue.

Very truly yours,

  
**ENGR. ALAN L. VALLE**  
OIC-PENR Officer

Tracking No: 2310000729

TSD/RPS/Dhal

Ilang-ilang St., Sitio II, Suqui, Calapan City, Oriental Mindoro  
DENR Contact Nos. (043) 288-3017, Tel. Fax No. 288-3006

**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		Means of Transpo.	EXPENSES		
		Departure	Arrival		Expenses	Per Diem	Total Amount
October 18	OS to Puerto Galera	12:10 pm	2:35 pm	RP Vehicle		660.00	660.00
October 19	To Talipanan (Abra de Ilog boundary)	8:00 am	9:00 am			2,200.00	2,200.00
October 20	Talipanan to OS	3:00 pm	4:20 pm	RP Vehicle		1,100.00	1,100.00
					-	<b>3,960.00</b>	<b>3,960.00</b>

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