



Republic of the Philippines

**Department of Environment and Natural Resources**

**MIMAROPA Region**

**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**

**TRAVEL ORDER**

No.

Name: **ERNESTO E. TAÑADA**

Position: **PENR Officer**

Date: **SEPTEMBER 20, 2023**

Salary : \_\_\_\_\_

Div./Sec./Unit: **PENRO**

Official Station: **PENRO**

Departure Date: **SEPTEMBER 20, 2023**

Arrival Date: **SEPTEMBER 23, 2023**

Destination: **MAGSAYSAY, OCCIDENTAL MINDORO**

Purpose of Travel: **TO ATTEND 3<sup>RD</sup> QUARTER PROVINCIAL EXECUTIVE COMMITTEE AND FULL-TIME DELIVERY UNIT MEETING FOR CY 2023**

Appropriation to which Travel should 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:

**DONNA MAYOR-GORDOVE, CESO IV**

ARD-Management Services

Approved:

**FELIX S. MIRASOL, JR.**

Regional Executive Director

**AUTHORIZATION**

I hereby 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.

**ERNESTO E. TAÑADA**

Official/Employee