



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  
POSITION: OIC-PENR Officer  
DEPARTURE DATE: August 1, 2024  
DESTINATION: Gloria/ Bongabong/Naujan

Salary: \_\_\_\_\_  
Div./Sec./Unit: Office of the PENRO  
Official Station: PENR Office  
Arrival Date : August 2, 2024

PURPOSE OF TRAVEL: Site visit of Clonal Nursery and Arboretum/ To attend public consultation of Mag-asawang tubig river dredging for the restoration project

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

ITINERARY OF TRAVEL							
Department of Environment and Natural Resources Office-Provincial Office							
Agency							
No. _____							
Name		: <u>ALAN L. VALLE</u>					
Purpose of Travel		: <u>Please see attached travel order</u>					
Date	Places to be visited	TIME		EXPENSES			
		Departure	Arrival	Means of Transpo.	Expenses	Per Diem	Total Amount
Aug. 1	OS to Gloria To Bongabong	6:00 am	12:10 am	RP vehicle		2,200.00	2,200.00
Aug. 2	Bongabong to Naujan To OS	6:00 am	1:45 pm	RP vehicle		1,100.00	1,100.00
					-	3,300.00	3,300.00
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:			
				<div>ALAN L. VALLE OIC-PENRO</div> <div>FELIX S. MIRASOL, JR. CESO IV Regional Executive Director</div>			

**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





Department of Environment and Natural Resources  
Environmental Management Bureau  
MIMAROPA Region

PROVINCIAL ENVIRONMENTAL AND NATURAL RESOURCES OFFICE
PERIOD TRACKING NO. <i>1317</i>
RECEIVED BY <i>NOEME E. ALCANCIA</i>
In-Charge, Records Unit
DATE: <i>JUL 24 2024</i>
TIME: <i>1:17</i>

24 July 2024

MR. ALAN L. VALLE  
OIC, PENRO Oriental Mindoro  
Sitio II, Ilang-ilang St., Brgy. Suqui, Calapan City 520

SUBJECT: INVITATION TO ATTEND THE PUBLIC CONSULTATION FOR THE PROPOSED MAG-  
ASAWANG TUBIG RIVER DREDGING FOR THE RESTORATION PROJECT

Dear Mr. Valle:

We are pleased to invite you to attend the **Public Consultation** for the proposed **MAG-ASAWANG TUBIG RIVER DREDGING FOR THE RESTORATION PROJECT** to be located at **Barangays San Antonio, Estrella, Poblacion I, II, III, Andres Ilagan, Nag-Iba II, Santiago, Buhangin, Piñahan and Motoderazo, Municipality of Naujan, Province of Oriental Mindoro**. The said activity is scheduled on:

DATE/TIME	VENUE
August 02, 2024 (FRIDAY) 8:00 AM start of registration	Barangay Estrella Covered Court, Municipality of Naujan, Province of Oriental Mindoro

Public Consultation is a stage in the Environmental Impact Assessment Process where the proponent aims to provide an overview of the study conducted on the proposed project, and proposed action, gather issues and concerns, and other relevant information to provide the scope of work and terms of reference for the preparation of the Environmental Impact Statement.

A copy of the Executive Summary of EIS is downloadable at the EMB Region IV-B MIMAROPA website: <http://mimaropa.emb.gov.ph> (kindly access the Notice of Public Consultation link found at the lower right portion of our website).

For more information about the EIS system and EIA process, please visit the **Provincial Environmental Management Unit (PEMU)- Oriental Mindoro** at Sitio II, Ilang – Ilang St., B. Suqui, Calapan City, Oriental Mindoro or email us at [embmimaropa@emb.gov.ph](mailto:embmimaropa@emb.gov.ph) and contact us at (02) 8536 9786

Thank you and we look forward to your active participation.

Sincerely,

**JOE AMIL T. TALINO**  
Regional Director



**Protect the environment... Protect life...**

PENRO Compound, Brgy. Suqui, Calapan City, Oriental Mindoro  
Regional Satellite Office: 6<sup>th</sup> Floor DENR by the Bay Bldg., 1515 Roxas Blvd., Ermita, Manila  
Office of the Regional Director: (02) 8536 9786; Administrative and Finance Division: (02) 8536 9786  
Environmental Management and Enforcement Division: (02) 8633 2587; Clearance and Permitting Division: (02) 8633 2587  
Records Management Unit: (02) 8633 8900  
E-mail Address: [embmimaropa@emb.gov.ph](mailto:embmimaropa@emb.gov.ph)  
Website: [www.mimaropa.emb.gov.ph](http://www.mimaropa.emb.gov.ph)