



Republic of the Philippines
Department of Environment and Natural Resources
MINES AND GEOSCIENCES BUREAU
MIMAROPA Region
Basic Petroleum Building
104 Carlos Palanca Street, Legaspi Village, Makati City
Email: region4b@mgb.gov.ph / mines_4b@yahoo.com



01 August 2024

MEMORANDUM

FOR : **The Regional Executive Director**
Department of Environment and Natural Resources
MIMAROPA Region

FROM : **The OIC, Office of the Regional Director**
This Office

SUBJECT : **TRAVEL ORDER OF THE MGB MIMAROPA REGIONAL DIRECTOR ON JULY 28 TO AUGUST 12, 2024 IN SUBIC, ZAMBALES**

We are respectfully forwarding the herewith travel order of the MGB MIMAROPA Regional Director on July 28 to August 12, 2024 in Subic, Zambales.

For the Regional Executive Director's approval.

By Authority of the Regional Director:


BON KRISTOFFER C. GABAY
Chief, Finance and Administrative Division

"MINING SHALL BE PRO-PEOPLE AND PRO-ENVIRONMENT
IN SUSTAINING WEALTH CREATION AND IMPROVED QUALITY OF LIFE."

Republic of the Philippines
Department of Environment and Natural Resources
MINES AND GEOSCIENCES BUREAU
MIMAROPA Region
MGB Compound, North Avenue, Diliman, Quezon City

Date: July 26, 2024

TRAVEL ORDER
(NO. _____)

NAME: FELIZARDO A. GACAD, JR.
POSITION: Director II
OFFICIAL STATION: Manila
DEPARTURE DATE: July 28, 2024

Salary: _____
DIV/SEC/UNIT: ORD
DESTINATION: Subic, Zambales
ARRIVAL: August 12, 2024

PURPOSE OF TRAVEL: **To participate to the 54th Session of Integrated Salamin-Diwa ng Paglilingkod (SALDIWA) Training Course**

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/employee of this
Div./Sec./Unit

Recommending Approval:

FELIX S. MIRASOL, JR.
Regional Executive Director
DENR MIMAROPA Region

Approved:

ATTY. DANILO U. UYKIENG
OIC Director
Mines and Geosciences Bureau

AUTHORIZATION

I hereby authorize the Accountant to deduct the corresponding amount of the unliquidated cash advance from my succeeding salary for my failure to liquidate this travel within twenty (20) days upon return to my permanent official station pursuant to Commission on Audit (COA) Circular No. 2012-004 dated November 28, 2012.

Gacad Felizardo
Abubo Jr
FELIZARDO A. GACAD, JR.
Official/Employee
2024.08.01 12:54:18
+08'00'