



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: August 11, 2024  
DESTINATION: Occidental Mindoro/ Bulalacao, Or. Mindoro

Salary: \_\_\_\_\_  
Div./Sec./Unit: Office of the PENRO  
Official Station: PENR Office  
Arrival Date : August 13, 2024

PURPOSE OF TRAVEL: To attend Orientation on the creation of Caguray River Watershed Management Council/ To conduct inspection of SWIS within the jurisdiction of CENRO Roxas

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							
Name : ALAN L. VALLE						No. _____	
Purpose of Travel : Please see attached travel order							
Date	Places to be visited	TIME		EXPENSES			
		Departure	Arrival	Means of Transpo.	Expenses	Per Diem	Total Amount
Aug. 11	OS to Occidental Mindoro	1:00 pm	4:30 pm	RP vehicle		2,200.00	2,200.00
Aug. 12	Still at Occidental Mindoro					440.00	440.00
Aug. 13	Occidental Mindoro to Bulalacao To OS	8:00 am	5:15 pm	RP vehicle		1,100.00	1,100.00
					-	3,740.00	3,740.00
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:			
				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 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  
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN  
MIMAROPA REGION



REGIONAL SPECIAL ORDER

NO. **396**

Series of 2024

JUL 26 2024

**SUBJECT: AUTHORIZING THE CONDUCT OF ORIENTATION ON THE CREATION OF CAGURAY RIVER WATERSHED MANAGEMENT COUNCIL IN THE PROVINCE OF OCCIDENTAL MINDORO**

In the interest of the service, and in support of the implementation of the DENR Administrative Order No. 2021-41 titled "*Guidelines in the Creation of Watershed Management Councils*" and in order to strengthen the collaboration among the DENR, other government agencies, and stakeholders in the sustainable management of watersheds, and to generate information associated with water resource development and supervision, the creation of Caguray River Watershed Management Council is hereby authorized. The conduct of preliminary orientation will be held in Magsaysay, Occidental Mindoro on August 12, 2024.

This activity shall be participated by the following officials and employees:

NAME	DESIGNATION
<b>Regional Office</b>	
1. Felix S. Mirasol Jr., <i>CESO IV</i>	- OIC, Regional Executive Director
2. Maximo C. Landrito	- OIC, Assistant Regional Director for Technical Services
<b>Conservation and Development Division (CDD)</b>	
3. Maria Melissa L. Endangan	- Chief, Conservation & Development Division
4. Malco P. Lamigo	- Chief, Production Forest Management Section
5. Marie Khrisna C. Cañete	- Regional Watershed Focal Person
6. Abdul Hakim E. Sangca	- Project Evaluation Assistant
<b>PENRO Occidental Mindoro</b>	
7. Ernesto E. Tañada	- OIC PENR Officer, Occidental Mindoro
8. Efren delos L. Reyes	- CENR Officer San Jose
9. Celso B. Almazan	- In-Charge, Technical Services Division
10. Ellie J. Nuñez	- PENRO Watershed Focal Person
11. Nilo P. Salvador	- Chief, CDS, CENRO San Jose
12. Orlino B. Gacuan	- CENRO San Jose Watershed Focal Person
<b>PENRO Oriental Mindoro</b>	
13. Allan L. Valle	- OIC PENR Officer Oriental Mindoro
14. Caesar E. Quebec	- CENR Officer, Roxas
15. Amor. A. Asi	- Chief, CDS, PENRO
16. Joel D. Morillo	- PENRO Oriental Mindoro, Watershed Focal Person
17. Rey G. Firmanes	- Chief CDS, Roxas
18. Arabelle Joy V. Tamayosa	- CENRO Roxas Watershed Focal Person

**NGAs/ LGUs/Academe/ Other Agencies Representative/s**

19. National Economic Development Authority MIMAROPA Region
20. National Irrigation Administration MIMAROPA Region
21. National Commission on Indigenous Peoples MIMAROPA Region
22. Department of Public Works & Highways MIMAROPA Region
23. Department of Agriculture MIMAROPA Region
24. Department of Agrarian Reform MIMAROPA Region
25. Provincial Government of Oriental Mindoro (2 representatives)
26. Provincial Government of Occidental Mindoro (2 representatives)
27. LGU of Bulalacao (2 representatives)
28. LGU of Mansalay (2 representatives)
29. LGU of San Jose (2 representatives)
30. LGU of Magsaysay (2 representatives)
31. Occidental Mindoro State College (2 representatives)
32. Local Water District

**Secretariat**

33. Hamza A. Adato
34. Jervinel A. Arellano
35. Niño Aloysius B. Colegado

All expenses to be incurred relative to the conduct of this learning event shall be charged against CDD regular funds. However, the traveling expenses of the participants shall be charged against their respective office funds, subject to the availability of funds, and the usual accounting and auditing rules and regulations. While the accommodation of the members of the council from other government agencies shall also be charged to CDD funds.

The Conservation and Development Division shall submit a report within fifteen (15) days after the conduct of the said activity to the undersigned.

This Order takes effect on the aforementioned dates.

  
**FELIX S. MIRASOL, JR., CESO IV**  
OIC, Regional Executive Director



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