



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

Bgy. Sta. Monica, Puerto Princesa City, Palawan  
E-mail: penropalawan@denr.gov.ph  
Telfax No. (048) 434-8791/ (048) 433-5638

**TRAVEL ORDER**

(No. 494 *Tray*)

Name: FELIZARDO B. CAYATOC Salary: \_\_\_\_\_  
Position: PENRO Div./Sec./Unit: Office of the PENRO

Departure Date: August 4, 2022 Official Station: DENR-PENRO, PPC

Destination: El nido, Taytay, Roxas and vicinities Arrival Date: August 5, 2022

Purpose of Travel: To attend the requested urgent meeting of Mayor Edna Lim pertaining to PA issues and concerns in El Nido. Monitor DENR programs and projects.

Per Diems/Expenses Allowed: Php 2, 200.00 per day

Assistants or Laborers Allowed: \_\_\_\_\_

Appropriations to which travel should be charged: \_\_\_\_\_

Remarks or special instructions: Return to official station upon completion of travel

**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:

Approved:

DONNA MAYOR-GORDOVE, CESO IV

Assistant Regional Director  
for Management Services

LORMELYN E. CLAUDIO, 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 liquidate this travel within the prescribed thirty-day period upon return to my permanent official station pursuant to item 5.1.3 COA Circular 97-002 dated February 10, 1997 and Sec. 16 EO No. 248 dated May 29, 1995.

FELIZARDO B. CAYATOC

Official/Employee



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### TRAVEL ORDER

(No. \_\_\_\_\_)

Name: FELIZARDO B. CAYATOC Salary: \_\_\_\_\_  
Position: PENRO Div./Sec./Unit: Office of the PENRO

Departure Date: August 10, 2022 Official Station: DENR-PENRO, PPC

Destination: Hue Hotel, San Manuel, Arrival Date: August 10, 2022  
Puerto Princesa City - why need for TO? This is in PPC

Purpose of Travel: To attend the 33<sup>rd</sup> Palawan Knowledge Platform (PKP) Regular meeting to present the Result Green Assessment.

Per Diems/Expenses Allowed: Php 2, 200.00 per day

Assistants or Laborers Allowed: \_\_\_\_\_

Appropriations to which travel should be charged: \_\_\_\_\_

Remarks or special instructions: Return to official station upon completion of travel

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### TRAVEL ORDER

(No. \_\_\_\_\_)

Name: FELIZARDO B. CAYATOC Salary: \_\_\_\_\_  
Position: PENRO Div./Sec./Unit: Office of the PENRO

Departure Date: August 17, 2022 Official Station: DENR-PENRO, PPC

Destination: VJR Hall, Palawan Provincial Capitol, P.P.C. Arrival Date: August 17, 2022

Purpose of Travel: To attend the 1<sup>st</sup> UBRDEC Annual Technical Seminar Entitled Protecting Biodiversity thru Sustainable Forest and Ecotourism Management. *why the need for TO? this is not beyond 50 km radius/ still within PPC*

Per Diems/Expenses Allowed: Php 2, 200.00 per day

Assistants or Laborers Allowed: \_\_\_\_\_

Appropriations to which travel should be charged: \_\_\_\_\_

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Name: FELIZARDO B. CAYATOC Salary: \_\_\_\_\_  
Position: PENRO Div./Sec./Unit: Office of the PENRO

Departure Date: August 17, 2022 Official Station: DENR-PENRO, PPC

Destination: CityState Asturias, Hotel Arrival Date: August 19, 2022

P.P.C. *still within PPC, why to?*  
Purpose of Travel: To attend the "Usapang Palawan Summit" at CityState Asturias,  
Hotel, Puerto Princesa City.

Per Diems/Expenses Allowed: \_\_\_\_\_

Assistants or Laborers Allowed: \_\_\_\_\_

Appropriations to which travel should be charged: \_\_\_\_\_

Remarks or special instructions: Return to official station upon completion of travel

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