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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

Departure Date: July 25, 2022

Destination: Quezon City

Date: July 19, 2022

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

Div/Sec/Unit: PENRO

Official Station: PENRO

Arrival Date: July 28, 2022

Purpose of Travel: To attend orientation and leveling off-workshop on high conservation areas.

Per Diems/Expenses Allowed: Php 2,200.00

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:

Approved:

DONNA MAYOR-GORDOVE, CESO IV  
ARD- 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 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



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**Department of Environment and Natural Resources**  
MIMAROPA Region  
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Official Station: PENRO  
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