



Republic of the Philippines
Department of Environment and Natural Resources
PENRO MARINDUQUE

TRAVEL ORDER

(No. _____)

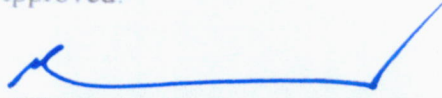
Name: Imelda M. Diaz Salary: _____
Position: OIC-PENR Officer Div/Sec/Unit: Office of the PENRO
Departure Date: Dec. 14, 2022 Date of Arrival: Dec. 18, 2022
Official Station: PENRO-Marinduque
Destination: Tanza, Cavite, DENR Regional Office and SJDM City
Purpose of Travel: To participate in the DENR Regional Year-End Assessment 2022.
Per Diems/Expenses Allowed: _____
Assistants or Laborers Allowed: _____
Appropriations to which travel should be charged: PENRO funds
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:

DONNA MAYOR-GORDOVE
ARD for Management Services

Approved:


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 twenty (20) days upon return to my permanent official station pursuant to Commission on Audit (COA) Circular No. 2012-004 dated November 28, 2012.


IMELDA M. DIAZ
Official / Employee


ITINERARY OF TRAVEL

Date	Place to be Visited (Destination)	Time		Means of Transportation	Fare	Per Diems	Total
		Departure	Arrival				
Dec. 14, 2022	From Official Station to Manila	11:00 AM		RP vehicle - terminal fee (129+22) - Roro fare (3,380)	3,531.00	2,200.00	5,731.00
Dec. 15, 2022	Manila to Cavite	6:00 AM		- Diesel (P1,500.00)	1,500.00	660.00	2,160.00
Dec. 16, 2022	To Regional Office					2,200.00	2,200.00
Dec. 17, 2022	To SJDM City (residence)					no claim	no claim
Dec. 18, 2022	To Official Station			RP vehicle - terminal fee (129+30) - Roro fare (3,380)	3,539.00	1,100.00	4,639.00
TOTAL					8,570.00	6,160.00	14,730.00


I certify:

- (1) I have reviewed the foregoing itinerary
- (2) the travel is necessary to the service
- (3) the period is reasonable
- (4) the expenses claimed are proper

Prepared by: (Official/Employee)


IMELDA M. DIAZ
 OIC, PENR Officer

Approved by:


LORMELYN E. CLAUDIO, CESO IV
 Regional Executive Director

Forms shall be attached to all claims for travelling expenses

CERTIFICATE OF TRAVEL COMPLETED

LORMELYN E. CLAUDIO, CESO IV

Regional Executive Director

Dec. 19, 2022

(Date)

PENRO, BOAC, MARINDUQUE

(Station)

I CERTIFY THAT I have completed as travel authorized in Itinerary of Travel No. _____

☒ Strictly in accordance with approved itinerary

☐ Cut short as explained below. Excess payment in the amount of Php _____ was deducted in payroll.

☐ Other deviations as explained below:

Evidences of Travel:

☒ Used tickets

☒ Certificate of Appearance

☐ Others

Respectfully submitted:

IMELDA M. DIAZ

OIC-PENRO Officer

On evidence and information of which I have acknowledge, the travel was actually undertaken

LORMELYN E. CLAUDIO, CESO IV

Regional Executive Director

CERTIFICATE OF APPEARANCE

This is to certify that Mr./Mrs./Ms. _____
who is an employee of _____
with assignment at _____
has personally appeared in this Office/Place _____
for the purpose of _____
from _____

This Request is issued upon the request of _____
in compliance with the standing auditing regulations provided for under RA 3847 duly implemented by
GAO No. 88-A for the purpose of establishing the evidence and duration of his appearance thereat
the truth of which is hereby vouchsafed and guaranteed by the undersigned.

PLACE OF EXECUTION

DATE

SIGNATURE



MEMORANDUM

FOR : THE REGIONAL EXECUTIVE DIRECTOR

FROM : THE OIC, PENR Officer

SUBJECT : **TRAVEL REPORT OF THE OIC, PENR OFFICER IMELDA M. DIAZ AT THE REGIONAL OFFICE, DENR MIMAROPA REGION AND SAN JOSE, OCCIDENTAL MINDORO ON OCTOBER 22-29, 2022**

Pursuant to Travel Order No. 726 dated October 21, 2022, the Undersigned submitted this Report on the activities undertaken on October 22-29, 2022, as follows:

- October 24, 2022 - Meeting with RED Lormelyn E. Claudio to resolve issues on Demarcation of Protected Areas and other urgent matters
- October 25-28, 2022 - Attended 4th Regional Management Conference in San Jose, Occidental Mindoro
- Joined Tree Planting Activity in Paluan, Occ. Mindoro

For information and records.

IMELDA M. DIAZ

Noted by:

LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director