



(NO. _____)

Name: Maria Christine G. Sindayen
Position: Admin Officer I
Departure Date: November 14, 2022
Official Station: DENR-CENRO, Roxas
Arrival Date: November 21, 2022
Destination: Manila
Purpose of Travel: To attend Leave Administration Course for Effectiveness.

and reversion.
Per Diems/Expenses Allowed: 2,200.00
Assistant Laborers Allowed: None
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:

FELIZARDO B. CAYATOC

PENRO

Approved:

LORMELYN E. CLAUDIO, CESO IV

PENRO

AUTHORIZATION

I hereby authorized the Accountant to deduct the corresponding amount of this unliquidated cash advance from my succeeding salary for my failure to liquidate this travel within the prescribed twenty (20) day-period upon return to my permanent official station pursuant to COA Circular 2012-004 dated November 28, 2012

MARIA CHRISTINE G. SINDAYEN

Official / Employee



Republic of the Philippines
Department of Environment and Natural Resources
Region IV
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Roxas, Palawan

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