



Republic of the Philippines
Department of Environment and Natural Resources
Region IV- MIMAROPA
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Barangay III (Poblacion), Roxas, Palawan
Contact No. 0487170892
Email address: cenroroxaspalawan@denr.gov.ph

TRAVEL ORDER

(NO. _____)

Name: **PABLO L. CRUZ** Salary: _____
Position: **CENRO** Div./Sec/Unit : _____
Departure Date : **October 24, 2022** Official Station **DENR-CENRO Roxas**
Destination: **San Jose, Occidental Mindoro** Arrival Date **November 1, 2022**

Purpose of Travel : **To attend 4th DENR One MIMAROPA Regional Conference for FY 2022**

Per Diems/Expenses Allowed: _____

Assistant 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 / employee of this Div / Sec / Unit.

Recommending Approval:

Approved:

FELIZARDO B. CAYATOC

PENRO

LORMELYN E. CLAUDIO, CESO IV

Regional Executive Director

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

PABLO L. CRUZ

Official / Employee