



REGIONAL MEMORANDUM ORDER

No. № 07 *mg*
Series of 2023

AUG 18 2023

SUBJECT: NEW FORMAT OF CERTIFICATE OF APPEARANCE

In order to strengthen internal control and preclude double payment of traveling expense provided under Section 5 (e) of Executive Order 77 dated March 15, 2019 and Commission on Audit (COA) Circular No.2023-004 item 3.2 dated June 14, 2023, a new format of Certificate of Appearance (CA) shall be used by all DENR MIMAROPA offices. Please see Annex A for reference.

The new format of Certificate of Appearance will serve as guide in processing the claims of DENR employees. The said certificate shall be properly controlled and signed by the Chief, Administrative Officer or the authorized signatory of each office and shall be one of the bases and attachment for reimbursement or liquidation of traveling expense.

In the event a DENR MIMAROPA employee was issued Certificate of Appearance by other government office or agency, a self-certification shall be issued by the employee attesting what were or were not provided by the office/agency concerned to preclude double payment of traveling expenses.

This order shall take effect immediately.


FELIX S. MIRASOL, JR., CESO IV
Regional Executive Director