



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region

Document Routing Slip

Document Number: 2023-114976      Date Endocded: 01-Aug-2023

Sender: Felizardo B. Cayatoc

Address: Palawan

Subject: Travel Order of PENRO Felizardo B. Cayatoc - DENR -PENRO, PPC re; To join RED Felix S. Mirasol, Jr. and other DENR MIMAROPA Officials to pay a courtesy call and attend meeting with the three(3) Congressmen of the 1st, 2nd and 3rd Districts of Palawan in conncection with thier issues and concerns for Palawan; Confer with RED and ARD TS other operational issues and concerns of DENR Palawan.

Addressee: Office of the Regional Executive Director

Attachment(s): Travel-Order; upload/20230801\_032839\_hlnim

Urgent: No; received by Herlina L. Nim

Date Received: 01-Aug-2023

ROUTING AND ACTION INFORMATION

FROM	DATE RECEIVED	FOR/TO	DATE RELEASED	ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS
ORED	2023-08-01	ORED		Date: 2023-08-01 Status: IN From: hlnim Message: 11:33:16
	AUG 01 2023	ORED	8/1	For the REX's consideration/ signature, pls. Mark
ORED	8/01 4:44 PM	ORED	8/02	



Republic of the Philippines  
Department of Environment and Natural Resources  
Provincial Environment and Natural Resources Office  
MIMAROPA Region

Bgy. Sta. Monica, Puerto Princesa City, Palawan  
E-mail: penropalawan@denr.gov.ph  
Telfax No. (048) 434-8791/ (048) 433-5638

AUG 01 2023

DENR MIMAROPA REGION	
OFFICE OF THE REGIONAL DIRECTOR	
DOC. NO.	
RECEIVED	RELEASED
BY: <u>RM/MD</u>	TO:
DATE: <u>8/1/23</u>	DATE:
TIME:	TIME:

**TRAVEL ORDER**

(No. 110 677 *key*)

Name: FELIZARDO B. CAYATOC

Salary: Php 116, 040.00

Position: PENRO

Div./Sec./Unit: Office of the PENRO

Departure Date: August 1, 2023

Official Station: DENR-PENRO, PPC

Destination: Quezon City, Manila and vicinities

Arrival Date: August 2, 2023

Purpose of Travel: To join RED Felix S. Mirasol, Jr. and other DENR MIMAROPA Officials to pay a courtesy call and attend meeting with the three (3) Congressmen of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Districts of Palawan in connection with their issues and concerns for Palawan; Confer with RED and ARD TS other operational issues and concerns of DENR Palawan.

Per Diems/Expenses Allowed: Php 2, 200.00 per day

Assistants or Laborers Allowed: \_\_\_\_\_

Appropriations to which travel should be charged: \_\_\_\_\_

Remarks or special instructions: Return to official station upon completion of travel

**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:

DONNA MAYOR-GORDOVE, CESO IV

Asst. Regional Director for Management Services

FELIX S. MIRASOL, JR., CESO IV

OIC, 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 the prescribed thirty-day period upon return to my permanent official station pursuant to item 5.1.3 COA Circular 97-002 dated February 10, 1997 and Sec. 16 EO No. 248 dated May 29, 1995.

FELIZARDO B. CAYATOC

Official/Employee





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region

Document Routing Slip

**Document Number:** E-2023-114956                      **Date Endocded:** 01-Aug-2023

**Sender:** FELIZARDO B. CAYATOC

**Address:** penropalawan@denr.gov.ph

**Subject:** TRAVEL ORDER OF PENRO FELIZARDO B. CAYATOC FOR AUGUST 1 TO 2, 2023 TO QUEZON CITY, MANILA AND VICINITIES

**Addressee:** Office of the Regional Executive Director

**Attachment(s):** Travel-Order; upload/emails/ored email 2023/august/8-1-2023/a2

**Urgent:** Yes; received by Records - Jezeth

**Date Received:** 01-Aug-2023

ROUTING AND ACTION INFORMATION				
FROM	DATE RECEIVED	FOR/TO	DATE RELEASED	ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS
RECORDS	2023-08-01	ORED	2023-08-01	Date: 2023-08-01 Status: OUT From: jezfadero Message: Travel-Order forwarded for your information and appropriate action
	8/01 11:13	maed/IN	maed - 8/1	for signature  SAME w/ DATS # 114976



Republic of the Philippines  
Department of Environment and Natural Resources  
**Provincial Environment and Natural Resources Office**  
**MIMAROPA Region**  
Bgy. Sta. Monica, Puerto Princesa City, Palawan  
E-mail: penropalawan@denr.gov.ph  
Telfax No. (048) 434-8791/ (048) 433-5638

**TRAVEL ORDER**

(No. NO 677)

**AUG 01 2023**

Name: FELIZARDO B. CAYATOC Salary: Php 116,040.00  
Position: PENRO Div./Sec./Unit: Office of the PENRO  
Departure Date: August 1, 2023 Official Station: DENR-PENRO, PPC  
Destination: Quezon City, Manila and vicinities Arrival Date: August 2, 2023

Purpose of Travel: To join RED Felix S. Mirasol, Jr. and other DENR MIMAROPA Officials to pay a courtesy call and attend meeting with the three (3) Congressmen of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Districts of Palawan in connection with their issues and concerns for Palawan; Confer with RED and ARD TS other operational issues and concerns of DENR Palawan.

Per Diems/Expenses Allowed: Php 2,200.00 per day

Assistants or Laborers Allowed: \_\_\_\_\_

Appropriations to which travel should be charged: \_\_\_\_\_

Remarks or special instructions: Return to official station upon completion of travel

**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:

**DONNA MAYOR-GORDOVE, CESO IV**  
Asst. Regional Director for Management Services

**FELIX S. MIRASOL, JR., CESO IV**  
OIC, 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 the prescribed thirty-day period upon return to my permanent official station pursuant to item 5.1.3 COA Circular 97-002 dated February 10, 1997 and Sec. 16 EO No. 248 dated May 29, 1995.

FELIZARDO B. CAYATOC  
Official/Employee





Republic of the Philippines  
Department of Environment and Natural Resources  
Provincial Environment and Natural Resources Office  
**MIMAROPA Region**

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AUG 01 2023

DENR MIMAROPA REGION	
OFFICE OF THE	
REGIONAL DIRECTOR	
DOC. NO.	
RECEIVED	RELEASED
BY: <i>[Signature]</i>	TO:
DATE: 8/1/23	DATE:
TIME:	TIME:

**TRAVEL ORDER**

(No. 677)

Name: FELIZARDO B. CAYATOC

Salary: Php 116, 040.00

Position: PENRO

Div./Sec./Unit: Office of the PENRO

Departure Date: August 1, 2023

Official Station: DENR-PENRO, PPC

Destination: Quezon City, Manila and vicinities

Arrival Date: August 2, 2023

Purpose of Travel: To join RED Felix S. Mirasol, Jr. and other DENR MIMAROPA Officials to pay a courtesy call and attend meeting with the three (3) Congressmen of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Districts of Palawan in connection with their issues and concerns for Palawan; Confer with RED and ARD TS other operational issues and concerns of DENR Palawan.

Per Diems/Expenses Allowed: Php 2, 200.00 per day

Assistants or Laborers Allowed: \_\_\_\_\_

Appropriations to which travel should be charged: \_\_\_\_\_

Remarks or special instructions: Return to official station upon completion of travel

**Certifications:**

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Recommending Approval:

*[Signature]*

**DONNA MAYOR-GORDOVE, CESO IV**  
Asst. Regional Director for Management Services

Approved:

*[Signature]*

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

**AUTHORIZATION**

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*[Signature]*  
FELIZARDO B. CAYATOC

Official/Employee