



Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
Provincial Environment and Natural Resources Office  
Calapan City, Oriental Mindoro

**DENR MIMAROPA  
RECORDS SECTION  
RECEIVED**

**FEB 13 2023**

☐ INCOMING ☐ OUTGOING  
BY: Penr DATE: NOV  
TIME: \_\_\_\_\_

## TRAVEL ORDER

No. \_\_\_\_\_

NAME: ALAN L. VALLE  
POSITION: OIC-PENR Officer  
DEPARTURE DATE: February 10 & 13, 2023  
DESTINATION: CENRO Socorro

Salary: \_\_\_\_\_  
Div./Sec./Unit: Office of the PENRO  
Official Station: PENR Office  
Arrival Date: February 13, 2023

PURPOSE OF TRAVEL: To monitor and familiarize the programs, projects and activities implemented with the jurisdiction of CENRO Socorro

Per Diems/Expenses Allowed : \_\_\_\_\_  
Assistants or 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/ employees of this Div./Sec./Unit

Recommending Approval:


Approved by:

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

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

  
**ALAN L. VALLE**  
Official Employee



Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**Provincial Environment and Natural Resources Office**  
Calapan City, Oriental Mindoro

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DEPARTURE DATE: February 10 & 13, 2023  
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Salary: \_\_\_\_\_  
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ALAN L. VALLE  
Official Employee



**ITINERARY OF TRAVEL**

Department of Environment and Natural Resources Office-Provincial Office

Agency

No. \_\_\_\_\_

Name : **ALAN L. VALLE**Purpose of Travel : Please see attached travel order

Date	Places to be visited	TIME		Means of Transpo.	EXPENSES		
		Departure	Arrival		Expenses	Per Diem	Total Amount
Feb. 10	OS to Socorro To OS	10:00 am	4:00 pm	RP Vehicle		1,100.00	1,100.00
Feb. 13	OS to Socorro To OS	10:45 am	5:15 pm	RP Vehicle		1,100.00	1,100.00
					-	2,200.00	2,200.00

I certify that: (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.

Prepared by:

**ALAN L. VALLE**  
OIC-PENRO**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director

**ITINERARY OF TRAVEL**

Department of Environment and Natural Resources Office-Provincial Office

Agency

No. \_\_\_\_\_

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Regional Executive Director





Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**Provincial Environment and Natural Resources Office**  
Calapan City, Oriental Mindoro

## TRAVEL ORDER

No. \_\_\_\_\_

NAME: ALAN L. VALLE

POSITION: OIC-PENR Officer

DEPARTURE DATE: February 21, 2023

DESTINATION: San Teodoro/Naujan/PolaCENRO  
Socorro/Bansud/Mansalay/Bulalacao/CENRO  
Roxas

Salary: \_\_\_\_\_

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

Official Station: PENR Office

Arrival Date: February 24, 2023

PURPOSE OF TRAVEL: To monitor and familiarize the programs, projects and activities implemented with the jurisdiction of CENRO Socorro

Per Diems/Expenses Allowed : \_\_\_\_\_

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

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

Remarks or special instructions : \_\_\_\_\_

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Approved by:

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

**LORMELYN E. CLAUDIO, CESO IV**  
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Calapan City, Oriental Mindoro

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Socorro/Bansud/Mansalay/Bulalacao/CENRO  
Roxas

Salary: \_\_\_\_\_

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

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Assistant Regional Director  
for Management Services

**LORMELYN E. CLAUDIO, CESO IV**

Regional Executive Director

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ALAN L. VALLE  
Official Employee



**ITINERARY OF TRAVEL**

Department of Environment and Natural Resources Office-Provincial Office

Agency

No. \_\_\_\_\_

Name : **ALAN L. VALLE**Purpose of Travel : Please see attached travel order

Date	Places to be visited	TIME		Means of Transpo.	EXPENSES		
		Departure	Arrival		Expenses	Per Diem	Total Amount
Feb. 21	OS to San Teodoro To Naujan To Pola	7:25 am	4:12 pm	RP Vehicle		2,200.00	2,200.00
Feb. 22	Pola to CENRO Socorro To Bansud	9:30 am	3:50 pm	RP Vehicle		2,200.00	2,200.00
Feb. 23	Bansud to CENRO Roxas	10:00 am	1:30 pm	RP Vehicle		2,200.00	2,200.00
Feb. 24	CENRO Roxas to Mansalay To Bulalacao To OS	8:00 am	5:20 pm	RP Vehicle		1,100.00	1,100.00
					-	7,700.00	7,700.00
I certify that: (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.				Prepared by:			
				ALAN L. VALLE OIC-PENRO			
				LORMELYN E. CLAUDIO, CESO IV Regional Executive Director			



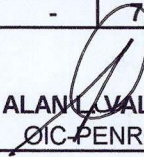
**ITINERARY OF TRAVEL**

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				 <b>ALAN L. VALLE</b> OIC-PENRO			
				<b>LORMELYN E. CLAUDIO, CESO IV</b> Regional Executive Director			





Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
**Provincial Environment and Natural Resources Office**  
Calapan City, Oriental Mindoro

## TRAVEL ORDER

No. \_\_\_\_\_

NAME: ALAN L. VALLE  
POSITION: OIC-PENR Officer  
DEPARTURE DATE: February 14, 2023  
DESTINATION: Bayview Hotel/ MIMAROPA Region/ Manila

Salary: \_\_\_\_\_  
Div./Sec./Unit: Office of the PENRO  
Official Station: PENR Office  
Arrival Date: February 19, 2023

PURPOSE OF TRAVEL: To attend on the conduct of Capacity Enhancement on ISO 9001:2015 of DENR MIMAROPA officials and key QMS Players

Per Diems/Expenses Allowed : \_\_\_\_\_  
Assistants or Laborers Allowed : \_\_\_\_\_  
Appropriations to which travel should be charged : \_\_\_\_\_  
Remarks or special instructions : \_\_\_\_\_

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for Management Services

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Regional Executive Director

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Department of Environment and Natural Resources  
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Official Station: PENR Office  
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ALAN L. VALLE  
Official Employee





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

**REGIONAL SPECIAL ORDER**

No. 199  
Series of 2023

FEB 07 2023

**SUBJECT: AUTHORIZING THE CONDUCT OF CAPACITY ENHANCEMENT ON ISO 9001:2015 OF DENR MIMAROPA OFFICIALS AND KEY QMS PLAYERS**

In the interest of the service, and to walk through the DENR Officials and key QMS players on the standards of ISO 9001:2015 Quality Management System, the conduct of **Capacity Enhancement on ISO 9001:2015 of DENR MIMAROPA Officials and Key QMS Players** is hereby authorized on 15-18 February 2023 at Bayview Park Hotel Manila, along corners United Nations and Roxas Boulevard, Ermita, Manila.

This activity shall be attended by the following officials and personnel:

<b>FACE TO FACE</b>	
<b>Regional Office</b>	
1. Lormelyn E. Claudio, CESO IV	Regional Executive Director
2. Donna Mayor-Gordove, CESO IV	ARD for Management Services/Quality Management Representative (QMR)
3. Maximo C. Landrito	ARD for Technical Services/Chair, Internal Audit Team
4. Rosario C. Gulmatico	Chief, Administrative Officer/QMS Focal Person
5. Atty. Gandhi G. Flores	Chief, Legal Division
6. Ruby C. Bautista	Chief, Finance Division
7. Jonas Paolo M. Saludo	Project Evaluation Officer III/OIC, Planning and Management Division
8. Lino M. Dimapilis	Chief, Enforcement Division
9. Cesar P. Odi	Chief, Licenses, Patents and Deeds Division
10. Roman G. Legaspi	Engineer IV/OIC, Surveys and Mapping Division
11. Maria Melissa L. Endangan	Planning Officer IV/OIC, Conservation and Development Division
<b>PENROs</b>	
12. Felizardo B. Cayatoc	Palawan
13. Ernesto E. Tañada	Occidental Mindoro
14. Imelda M. Diaz	Marinduque
15. Alan L. Vaile	Oriental Mindoro
16. Arnoldo A. Blaza, Jr.	Romblon



**CENROs**

17. Caesar E. Quebec	Roxas, Oriental Mindoro
18. Rodel M. Boyes	Socorro, Oriental Mindoro
19. Efren L. Delos Reyes	San Jose, Occidental Mindoro
20. Anastacio A. Santos	Sablayan, Occidental Mindoro
21. Pedro A. Velasco	Puerto Princesa, Palawan
22. Pablo L. Cruz	Roxas, Palawan
23. Conrado M. Corpuz	Taytay, Palawan
24. Leonard T. Caluya	Brooke's Point, Palawan
25. Renato S. Gonzaga	Quezon, Palawan
26. Rodney G. Verian	Coron, Palawan

**Chief, Management Services Division**

27. Abe R. Francisco	PENRO, Occidental Mindoro
28. Maricel V. Supleo	PENRO, Oriental Mindoro
29. Thelmo S. Hernandez	PENRO, Romblon
30. Gemma P. Delos Reyes	PENRO, Marinduque
31. Wamalayda S. Talabucon	PENRO, Palawan

**Facilitator/Secretariat**

32. Edna A. Tarrosa	Administrative Officer V/Chief, HRDS
33. Kristine A. Zacarias	Administrative Assistant I/QMS Secretariat

**34-36 Resource Speakers from Central Office****VIRTUAL/ONLINE****Regional Office****Internal Quality Auditors**

1. Engr. Josie F. Salazar	Engineer III
2. Nazar Norman S. Cortuna	Accountant III
3. Karla S. Mangundayao	Sr. Forest Management Specialist
4. Kareen S. Tuazon	Land management Officer II
5. Karen D. Dagumanpan	Administrative Officer IV
6. Marilyn P. Antonio	Administrative Officer IV
7. Joann B. Chuaquico	Credit Officer I

**ROAAP Focal Persons**

8. Jayhne Maeritz A. Barcenal	RSCIG
9. Izzah Loren Fernandez	
10. Jennifer Estuita	NGP Coordinating Office
11. Michelle B. Tuyan	Administrative Division
12. Shiela A. Cerezo	Finance Division
13. Yvette A. Lumbres	Legal Division
14. Charlotte Jane C. Trumata	
15. Jeremy A. Melchor	Planning and Management Division
16. Marie Grace dela Cueva	Conservation and Development Division
17. Marie Khrisna Cañete	
18. Sherry Mae D. Esteleydes	Enforcement Division
19. Justin Paul T. Torio	
20. Maria Victoria D Sario	Licenses, Patents, and Deeds Division
21. Jocelyn A. Sarile	Surveys and Mapping Division
22. Haydee M. Baggay	

HRDS-AD/AR/MS

1515 DENR By the Bay Building, Roxas Boulevard, Barangay 668, Urdula, Manila  
 Telephone Number: Administrative Division 5th flr - (02) 7002-3114  
 DENR VOIP (02) 8249-3367/8248-3367 loc 2700  
 Email: mimaroparegion@denr.gov.ph  
 Website: <https://mimaropa.denr.gov.ph>



**FIELD OFFICES**

All PENRO Deputy QMR

All CENRO QMR and Deputy QMR

All PENROs Internal Quality Auditors

All CENROs Internal Quality Auditors

**Facilitator/Secretariat**

23. Mark Juvenal I. Ferrer

Administrative Officer IV

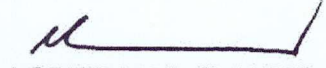
24. Angel Nica B. Capacio

Administrative Assistant 1/QMS Secretariat

All expenses to be incurred in the conduct of the activity shall be charged against the Regional HRDS 2022 Continuing funds and central-based QMS downloaded funds, subject to the usual accounting and auditing rules and regulations.

The End of Learning Report shall be submitted by regional HRDS to the undersigned thru the ARD for Management Services via email address: [hrdsdenrmimaropa@gmail.com](mailto:hrdsdenrmimaropa@gmail.com).

This Order takes effect on the above-mentioned dates.

  
**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director

HRDS/AD/ARMS

1515 DENR Bldg. by the Bay Building, Roxas Boulevard, Barangay 608, Ermita, Manila  
Telephone Number: Administrative Division 5th flr- (02) 7002-3114  
DENR VOIP (02) 8249 3367-8248 3367 loc 2700  
Email: [mimaroparegion@denr.gov.ph](mailto:mimaroparegion@denr.gov.ph)  
Website: <https://mimaropa.denr.gov.ph>

**ITINERARY OF TRAVEL**

Department of Environment and Natural Resources Office-Provincial Office

Agency

No. \_\_\_\_\_

Name : **ALAN L. VALLE**Purpose of Travel : Please see attached travel order

Date	Places to be visited	TIME		Means of Transpo.	EXPENSES		
		Departure	Arrival		Expenses	Per Diem	Total Amount
February 14	OS to Calapan City Pier Terminal Fee To Batangas City Pier To Regional Office	5:15 pm	12:10 am	RP Vehicle	20.00 528.00	2,200.00	2,200.00 20.00 528.00
February 15	Regional Office to Bayview Hotel	7:30 am	8:00 am				
February 16	Still at Bayview Hotel						
February 17	Still at Bayview Hotel						
February 18	Bayview to Regional Office	6:10 pm	6:35 pm				
February 19	Regional Office to Batangas City Pier Terminal Fee To Calapan City Pier To OS	9:15 am	3:45 pm		30.00 528.00	1,100.00	1,100.00 30.00 528.00
					<b>1,106.00</b>	<b>3,800.00</b>	<b>4,406.00</b>

I certify that: (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.

Prepared by:

**ALAN L. VALLE**  
OIC-PENRO**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director



# ITINERARY OF TRAVEL

Department of Environment and Natural Resources Office-Provincial Office

Agency

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Purpose of Travel : Please see attached travel order

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		Departure	Arrival		Expenses	Per Diem	Total Amount
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February 15	Regional Office to Bayview Hotel	7:30 am	8:00 am				
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