



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	
BY:	
DATE:	JAN 13 2023
TIME:	

TRAVEL ORDER

No. _____

NAME: ALAN L. VALLE
POSITION: OIC-PENR Officer
DEPARTURE DATE: January 4, 2023
DESTINATION: Bongabong, Roxas, Or. Mdo.

Salary: _____
Div./Sec./Unit: Office of the PENRO
Official Station: PENR Office
Arrival Date: January 6, 2023

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

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



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TRAVEL ORDER

No. _____

NAME: ALAN L. VALLE

POSITION: OIC-PENR Officer

DEPARTURE DATE: January 10, 2023

DESTINATION: Calapan City, Baco, San Teodoro and Puerto
Galera, Or. Mdo.

Salary: _____

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

Official Station: PENR Office

Arrival Date: January 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 :

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Approved by:

DONNA MAYOR- GORDOVE, CESO IV

Assistant Regional Director *A*
for Management Services

LORMELYN E. CLAUDIO, CESO IV

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