



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. 725  
656 / Reg

NAME: ALAN L. VALLE  
POSITION: OIC-PENR Officer  
DEPARTURE DATE: July 16, 2023  
DESTINATION: MIMAROPA Region/ Manila

Salary: \_\_\_\_\_  
Div./Sec./Unit: Office of the PENRO  
Official Station: PENR Office  
Arrival Date : July 22, 2023

PURPOSE OF TRAVEL: To coordinate with RED and ARDTS regarding conveyance requested for disposition/ latest update on oilspill/ propose River Basin Management Plan and River Dredging Activity/ Submit documents and attend Management Conference and Turnover of the incoming and outgoing Regional Executive Director

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

**T R A V E L O R D E R**

No. 656

NAME: ALAN L. VALLE  
POSITION: OIC-PENR Officer  
DEPARTURE DATE: July 16, 2023  
DESTINATION: MIMAROPA Region/ Manila

Salary: \_\_\_\_\_  
Div./Sec./Unit: Office of the PENRO  
Official Station: PENR Office  
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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**  
Regional Executive Director

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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

**T R A V E L O R D E R**

No. 658

NAME: ALAN L. VALLE  
POSITION: OIC-PENR Officer  
DEPARTURE DATE: July 16, 2023  
DESTINATION: MIMAROPA Region/ Manila

Salary: \_\_\_\_\_  
Div./Sec./Unit: Office of the PENRO  
Official Station: PENR Office  
Arrival Date : July 22, 2023

PURPOSE OF TRAVEL: To coordinate with RED and ARDTS regarding conveyance requested for disposition/ latest update on oilspill/ propose River Basin Management Plan and River Dredging Activity/ Submit documents and attend Management Conference and Turnover of the incoming and outgoing 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		EXPENSES			
		Departure	Arrival	Means of Transpo.	Expenses	Per Diem	Total Amount
July 16	OS to Calapan City Pier Terminal Fee To Batangas City Pier To Residence	12:00 am		RP Vehicle		2,200.00	2,200.00
					30.00		30.00
				Boat	528.00		528.00
			8:00 pm				
July 17	Residence to Regional Office	7:20 am	11:00 am	RP Vehicle		2,200.00	2,200.00
July 18	Still at Regional Office					2,200.00	2,200.00
July 19	Regional Office to the venue (Mancon)	7:40 am	8:25 am			440.00	440.00
July 20	Still at the venue (Mancon)					440.00	440.00
July 21	Still at the venue (Mancon)					440.00	440.00
July 22	Residence to Batangas City Pier Terminal Fee To Calapan City Pier To OS	1:00 pm		RP Vehicle		1,100.00	1,100.00
					30.00		30.00
				Boat	528.00		528.00
			9:10 pm				
					<b>1,116.00</b>	<b>9,020.00</b>	<b>10,136.00</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

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

Name : **ALAN L. VALLE**

Purpose of Travel : Please see attached travel order

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**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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Prepared by:

**ALAN L. VALLE**

OIC-PENRO

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



## CERTIFICATE OF TRAVEL COMPLETED

**Lormelyn E. Claudio, CESO IV**  
(Agency Head)

Regional Executive Director  
(Designation)

MIMAROPA Region  
(Station)

I CERTIFY THAT I have completed as travel authorized in Itinerary Travel No. \_\_\_\_\_ dated \_\_\_\_\_  
under conditions indicated below:


- ☐ Strictly in accordance with approved itinerary
- ☐ Cut short as explained below. Excess payment in the amount of P \_\_\_\_\_  
was refunded under O.R. No. \_\_\_\_\_ dated \_\_\_\_\_.
- ☐ Extended as explained below. Additional itinerary was submitted.
- ☐ Other deviations as explained below

Explanation of Justification:


Evidence of Travel:

- ☐ Used tickets
- ☐ Certificate of Appearance
- ☐ Others  
Travel Order

Respectfully submitted:

  
**ALAN L. VALLE**  
\_\_\_\_\_  
Officer or Employee

On evidence and information of which I have acknowledged, the travel was normally undertaken.

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

## CERTIFICATE OF TRAVEL COMPLETED

**Lormelyn E. Claudio, CESO IV**  
(Agency Head)

Regional Executive Director  
(Designation)

MIMAROPA Region  
(Station)

I CERTIFY THAT I have completed as travel authorized in Itinerary Travel No. \_\_\_\_\_ dated \_\_\_\_\_  
under conditions indicated below:

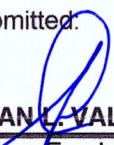
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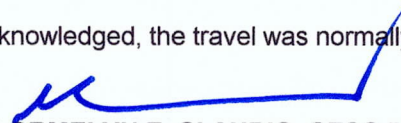
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- ☐ Certificate of Appearance
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Travel Order

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\_\_\_\_\_  
Officer or Employee

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



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**Lormelyn E. Claudio, CESO IV**  
(Agency Head)

Regional Executive Director  
(Designation)

MIMAROPA Region  
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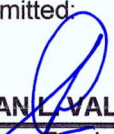
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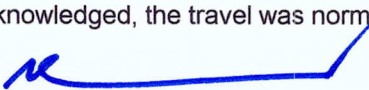
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\_\_\_\_\_  
Officer or Employee

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\_\_\_\_\_  
Regional Executive Director