

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

Document Routing Slip

Document Number:

E-2023-120408

Date Endocded: 13-Oct-2023

Sender:

IMELDA M. DIAZ

Address:

penromarinduque@denr.gov.ph

Subject:

TO, IT, and CTC of Imelda M. Diaz on October 15-17, 2023 at DENR Central Office

Addressee:

Office of the Regional Executive Director

Attachment(s):

upload/emails/ored email 2023/october/10-13-2023/a6

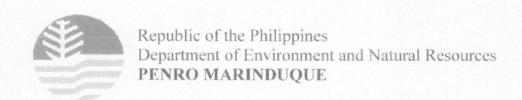
Urgent:

No; received by Records - Jez

Date Received:

13-Oct-2023

		RO	UTING AND A	CTION INFORMATION
FROM	DATE RECEIVED	FOR/TO	DATE RELEASED	ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS
RECORDS	2023-10-13	ORED	2023-10-13	Date: 2023-10-13 Status: OUT From: jezfadero Message: Travel-Order forwarded for your information
	[0/[3/23	ARD-MS		For the ARD-MS, thank you. ORED
C	CT 16 202	3 респл	OCT 19 20	Kinkly inform PEDRO Maristagne to about Norrice by Meeting / Involute 23 Houses
				DAVHE 10/18



TRAVEL ORDER

Name: Imelda M. Diaz	Salary:
Position: OIC-PENR Officer	Div/Sec/Unit: Office of the PENRO
Departure Date: October 15, 2023	Date of Arrival: October 17, 2023
Official Station: PENRO-Marinduque	
Destination: DENR Central Office	
Purpose of Travel: To attend meeting	of Task Force MARCOPPER.
Per Diems/Expenses Allowed:	
Assistants or Laborers Allowed:	
Appropriations to which travel should be	charged:
Remarks or special instructions:	
Certification:	
This is to certify that the trav official/employee of this Div./Sec./Unit.	rel is necessary and is connected with the functions of the
Recommending Approval:	Approved:
DONNA MAYOR-GORDOVE	FELIX S. MIRASOL, JR., CESO IV

AUTHORIZATION

OIC - Regional Executive Director

ARD for Management Services

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

IMELDA M. DIAZ

Official / Employee

		ITI	NERAR	Y OF TRAVEL			
Date	Place to be Visited	Time		Means of Transportation	Fare	Per	Total
	(Destination)	Departure	Arrival		1 410	Diems	Total
Oct. 15, 2023	From Official Station to residence	5:00 AM		RP vehicle terminal fee (129+22) - Roro fare (2,028)	2,179.00	2,200.00	4,379.00
Oct. 16, 2023	To DENR Central Office					2,200.00	2,200.00
Oct. 17, 2023	To Official Station			RP vehicle - terminal fee (129+30) - Roro fare (2,028)	2,187.00	1,100.00	3,287.00
				TOTAL			9,866.00
(2) the trave (3) the perio	viewed the foregoing itineral is necessary to the service d is reasonable nses claimed are proper			Prepared by: (Officia	IMELDA M OIC, PENR		
				Approved by:			
					.IX S. MIRASOL C - Regional Exe		

Forms shall be attached to all claims for travelling expenses

CERTIFICATE OF TRAVEL COMPLETED

OIC, Regional Executive Director	and the second second	
		(Date)
		PENRO, BOAC, MARINDUQUE
		(Station)
I CERTIFY THAT I have completed a	s travel authorized in Itinerary	of Travel No.
[X] Strictly in accordance with ap		
[] Cut short as explained below. deducted in payroll.	Excess payment in the amour	nt of Php was
Other deviations as explained	below:	
t 1 over as more to expanse		
vidences of Travel:		
riches of flavel.		
[X] Used tickets		
[X] Certificate of Appearance		
[] Others		
	Respect	fully submitted:
		IMEI DA MOIAZ
		OIC-PENR Officer
		O
in evidence and intermation of which I have	a administration the travel was	and a life our description
In evidence and information of which I have	e acknowledge, the travel was	actually undertaken.
in evidence and information of which I have	e acknowledge, the travel was	FELIX S. MIRASOL, JR., CESO IV
n evidence and information of which I have	e acknowledge, the travel was	
		FELIX S. MIRASOL, JR., CESO FOR OIC - Regional Executive Director
	TIFICATE OF APPI	FELIX S. MIRASOL, JR., CESO FOR OIC - Regional Executive Director
CERT This is to certify that Mr./Mrs./Ms.		FELIX S. MIRASOL, JR., CESO PORTON OIC - Regional Executive Director
CERT This is to certify that Mr./Mrs./Ms. tho is an employee of		FELIX S. MIRASOL, JR., CESO PORTON OIC - Regional Executive Director
CERT This is to certify that Mr./Mrs./Ms. ho is an employee of assignment at		FELIX S. MIRASOL, JR., CESO PORTON OIC - Regional Executive Director
This is to certify that Mr./Mrs./Ms. ho is an employee of atth assignment at as personally appeared in this Office/Place		FELIX S. MIRASOL, JR., CESO FOR OIC - Regional Executive Director
This is to certify that Mr./Mrs./Ms. tho is an employee of ath assignment at as personally appeared in this Office/Place or the purpose of		FELIX S. MIRASOL, JR., CESO FOR OIC - Regional Executive Director
This is to certify that Mr./Mrs./Ms. tho is an employee of inth assignment at as personally appeared in this Office/Place or the purpose of om This Request is issued upon the reques	SIFICATE OF APPI	FELIX S. MIRASOL, JR., CESO II OIC - Regional Executive Director EARANCE
This is to certify that Mr./Mrs./Ms. The is an employee of attness personally appeared in this Office/Place or the purpose of attness personally appeared in this Office/Place or the purpose of a compliance with the standing auditing respectively.	St of regulations provided for und	FELIX S. MIRASOL, JR., CESO POIC - Regional Executive Director EARANCE er RA 3847 duly implemented by
This is to certify that Mr./Mrs./Ms. ho is an employee of ith assignment at as personally appeared in this Office/Place or the purpose of om This Request is issued upon the request compliance with the standing auditing radio No. 88-A for the purpose of estable.	St of regulations provided for und blishing the evidence and dur	FELIX S. MIRASOL, JR., CESO POIC - Regional Executive Director EARANCE er RA 3847 duly implemented by ration of his appearance thereat
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