



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

ROUTING AND ACTION 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
	10/13/23	ARD-MS		For the ARD-MS, thank you. ORED OCT 16 2023 RECORDS OCT 19 2023 Kindly inform DENR Mainframe to attach Notice of Meeting / Invitation Thanks Date 10/18



Republic of the Philippines
Department of Environment and Natural Resources
PENRO MARINDUQUE

TRAVEL ORDER

(No. _____)

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 travel is necessary and is connected with the functions of the official/employee of this Div./Sec./Unit.

Recommending Approval:

Approved:


DONNA MAYOR-GORDOVE
ARD 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 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

ITINERARY OF TRAVEL							
Date	Place to be Visited (Destination)	Time		Means of Transportation	Fare	Per Diems	Total
		Departure	Arrival				
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
I certify: (1) I have reviewed the foregoing itinerary (2) the travel is necessary to the service (3) the period is reasonable (4) the expenses claimed are proper				Prepared by: (Official/Employee)  IMELDA M. DIAZ OIC, PENROfficer			
				Approved by: FELIX S. MIRASOL, JR., CESO IV OIC - Regional Executive Director			

Forms shall be attached to all claims for travelling expenses

CERTIFICATE OF TRAVEL COMPLETED

FELIX S. MIRASOL, JR., CESO IV

OIC, Regional Executive Director

(Date)

PENRO, BOAC, MARINDUQUE

(Station)

I CERTIFY THAT I have completed as travel authorized in Itinerary of Travel No.

- [X] Strictly in accordance with approved itinerary
- [] Cut short as explained below. Excess payment in the amount of Php _____ was deducted in payroll.
- [] Other deviations as explained below:

Evidences of Travel:

- [X] Used tickets
- [X] Certificate of Appearance
- [] Others

Respectfully submitted:

IMELDA M. DIAZ
OIC-PENR Officer

On evidence and information of which I have acknowledge, the travel was actually undertaken.

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

CERTIFICATE OF APPEARANCE

This is to certify that Mr./Mrs./Ms. _____
who is an employee of _____
with assignment at _____
has personally appeared in this Office/Place _____
for the purpose of _____
from _____

This Request is issued upon the request of _____
in compliance with the standing auditing regulations provided for under RA 3847 duly implemented by
GAO No. 88-A for the purpose of establishing the evidence and duration of his appearance thereat
the truth of which is hereby vouchsafed and guaranteed by the undersigned.

PLACE OF EXECUTION

DATE

SIGNATURE

_____	_____	_____
_____	_____	_____
_____	_____	_____