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	Republic of the Philippines Department of Health BAGUIO GENERAL HOSPITAL AND MEDICAL CENTER Baguio City	
	HOSPITAL PERSONNEL ORDER	Form No.: HS-AO-003A
		Revision No.: \emptyset
		Effectivity Date: February 01, 2017

HOSPITAL PERSONNEL ORDER

No. 2019-1059

CCRU
CEASAR N. DAMASCO
10-25-19

FROM :  **RICARDO B. RUNEZ JR., MD, FPCS, MHA, CESE**
 Medical Center Chief II 

SUBJECT : **AUTHORITY TO TRAVEL**

DATE : **October 22, 2019**

MS. MARIANETTE L. LORENZANA, Administrative Officer III of the Cash Operations Office of this hospital is hereby authorized to travel on **official business** to pick up cash tickets and official receipts of the BGHMC at the National Printing Office, Quezon City on October 28, 2019.

Likewise, **Mr. Clyton T. Linmayog**, Administrative Aide VI will conduct Ms. Lorenzana using the Toyota Commuter Van.

Relative to this order, the above mentioned personnel are entitled to collect per diem subject to the usual accounting and auditing rules and regulations.

Certificate of appearance shall be attached to the DTR to be submitted to HRMO in compliance to Hosp. Memo. No. 2016-0095 dated September 8, 2016.