

	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.:	Ø
		Effectivity Date:	February 01, 2016

HOSPITAL PERSONNEL ORDER
NO. 2019-1008A

CCRU
CESAR N. DAMASCO
10-22-19

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

SUBJECT : **Amendment of Hospital Personnel Order No. 2019-1008 Re: Authority to Travel**

DATE : **October 18, 2019**

This is to amend the above mentioned Hospital Personnel Order Re : Date of Travel of **Mr. Fernando P. Tong-an** in Manila to attend the Orientation for Ambulance Drivers, Medical Care Providers and Administrative Personnel.

FROM	TO
October 15-16, 2019	October 15-17, 2019

Mr. Tong-an had to extend his travel on official business to drive the PCSO donated ambulance from Manila to Baguio City since this was the date of turn over.

Under this order, Mr. Tong-an is entitled to collect allowable expenses subject to the usual accounting and auditing rules and regulations.

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