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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.: Ø
		Effectivity Date: February 01, 2017

HOSPITAL PERSONNEL ORDER

No. 2019-1080

Handwritten: JECRU
CEASAR N. DAMASCO
10-28-19
4:50

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

SUBJECT : **AUTHORITY TO TRAVEL**

DATE : **October 25, 2019**

MS. JERUSALEM P. RECILE, Administrative Assistant II, Accounting Office of this hospital is hereby authorized on **official business** to travel in Manila on October 28, 2019. She will submit at the Office of the Vice President the liquidation report together with the original supporting documents for the financial assistance of indigent patients. This is in reference to the letter of Atty. Sofia C. Yanto-Abad, Assistant Chief of Staff dated May 20, 2019.

Mr. Clyton T. Linmayog, will conduct Ms. Recile together with Ms. Marianette L. Lorenzana using the Toyota Commuter Van per HPO 2019-1059 dated October 22, 2019.

Under this order, Ms. Recile 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.