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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. 2019-1052A

CCRU
 CEASAR N. DAMASCO
 10-25-19

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

SUBJECT : **Authority to Attend the General Orientation Program for Volunteers of the 30th South East Asian Games**

DATE : **October 21, 2019**

In addition to HPO No.2019-1052, **MR. FERNANDO P. TONG-AN**, Administrative Aide III of this hospital is hereby authorized to attend on **official business** the above stated activity on October 25, 2019 using the Toyota Hi Ace Commuter Van and will travel together with the following personnel:

Ms. Melane A. Aliping	- Nurse III	Mr. Marlon W. Castro	- Nurse II
Mr. Razid B. Gatchalian	- Nurse III	Mr. Jan Philip C. Aspiras	- Nurse II

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 pertaining to this activity shall be attached to the DTR to be submitted to the HRMO in compliance to the Hosp. Memo No. 2016-0095 dated September 8, 2016.