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	Republic of the Philippines Department of Health BAGUIO GENERAL HOSPITAL AND MEDICAL CENTER Baguio City		
	<b>HOSPITAL PERSONNEL ORDER</b>	Form No.:	HS-AO-003A
		Revision No.:	Ø
		Effectivity Date:	February 01, 2016

**HOSPITAL PERSONNEL ORDER**  
**NO. 2019-1007A**

JCCR  
CEASAR N. DAMASCO  
10-17-19 / 3:00

**FROM :**  **RICARDO B. RUNEZ JR., MD., FPCS, MHA, CESE**  
**Medical Center Chief II** 6

**SUBJECT :** **AUTHORITY TO TRAVEL**

**DATE :** **October 16, 2019**

**MR. MARLON W. CASTRO**, Nurse II of this hospital is hereby authorized to travel on **official business** on October 17, 2019 together with the **above official** to attend the Official Turn-Over of the Ambulance Unit at the PCSO Multi-purpose Hall, Camp Crame, Quezon City.

**Mr. Jake B. Tamayo**, Administrative Aide VI will conduct the above personnel using the Toyota Fortuner.

Under this order, they are 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.