

	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. 2019-1045A

CEASAR N. DAMASCO
 10-22-19

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

SUBJECT : Authority to Travel

DATE : **October 21, 2019**

MR. SHERWIN M. SAHAGUN, Administrative Aide VI of this hospital, is hereby authorized to travel on official business using the Toyota Innova to conduct Mr. Edward C. Pudlao, Financial and Management Officer II who will be attending the Meeting with Hospital Finance Service Technical Working Group scheduled on October 22, 2019 at the National Children's Hospital, Quezon City per HPO No.2019-1045.

Under this order, Mr. Sahagun 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.