

	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. 2019-0992

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**

**MS. KATRINA E. DY**, Administrative Assistant II of this hospital is hereby authorized to travel on **official business** on October 24, 2019 to submit the hospital’s application for License to Operate for CY 2020 at the DOH Central Office in Manila.

**Likewise, Mr. Fernando P. Tong-an**, Administrative Aide VI of this hospital will conduct the above personnel using the Toyota Innova and will travel back to Baguio City together with Dr. Concesa B. Padilla, Head of PETRO, after attending the 2<sup>nd</sup> National Post Graduate Medical Education Conference at the Swiss-Belhotel Blulane, Binondo, Manila which is also scheduled on October 24, 2019 per DPO No.2019-4325.

Under this order, the above mentioned personnel are entitled to collect allowable expenses subject to the usual accounting and auditing rules and regulations.

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