



Republic of the Philippines  
**MINDANAO DEVELOPMENT AUTHORITY**



**LOCAL TRAVEL ORDER**

Control No. TO-OACPM-2021-11-731

Date: **November 26, 2021**

Destination/s Route : **In the areas of Lanao del Sur, Lanao del Norte, Misamis Occidental, Misamis Oriental, Bukidnon, North Cotabato and Davao City**

Purpose : **To Pursue coordination of MinDA's priority programs, projects and other development initiatives in the areas of AMO-NM, among others: Upland Rice Program, Salam Brotherhood Farming Program, OMOD program, Fish Center, Fish Drying Facility, Bulk water supply facility and support to AEZ development. Perform/submit finance and administrative documentation/requirements.**

1. The herein personnel of the Mindanao Development Authority are authorized to proceed to place/s stated above on official business from **December 01-04, 2021.**

	Name of Staff	Position and Unit/Division
1.	<b>OLIE B. DAGALA</b>	Head, AMO-NM/ Designated Coordinator of the AMOs
2.	<b>NATHANIEL FABILA</b>	Consultant
	*****nothing follows*****	

2. Per approved Itinerary, above personnel is/are allowed travel expense (check all that applies):

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Use of Official Vehicle



Regular Daily Travel Expenses/Per Diems-meals, incidentals and hotel expenses per E.O No. 77 dated 15 March 2019



Transportation Expenses

3. Related travel expenses are chargeable against the funds of **AMO/KMD.**
4. Upon completion of travel, Certificates of Appearance and Travel Completed shall be submitted to the Administrative Staff. In addition, a report of activity shall be submitted to the immediate supervisor within three (3) days, and the Office of the Chairman within thirty (30) days after completion of travel.

Approved by:

**USEC. JANET M. LOPOZ, CESO I**

**Executive Director**

Date: \_\_\_\_\_



**\*MINDA-202106643\***

Revised form per Memo Order No. 2019-09-033 dated 24 Sept. 2019

