



Republic of the Philippines
MINDANAO DEVELOPMENT AUTHORITY



LOCAL TRAVEL ORDER

Control No. **TO-PPPDO-2021-07-** 404

RECEIVED

Date: July 2, 2021

Destination/s Route : **Davao City – Pagalungan, Maguindanao**

Purpose : Courtesy visit to the officials of LGU Pagalungan and participate in the MOA signing ceremony and actual validation of demo site for vegetable derby.

1. The following personnel of the Authority is/are authorized to proceed to place/s stated above on official business on **July 5, 2021**.

No.	Name of Officers and Employees	Position Title and Unit/Division
1	JOEY E. RECIMILLA	DIRECTOR III
2	SYLVESTER SALES	DMO IV- IPPAO
3	REXELL L. DECOLONGON	Administrative Specialist
4	AIRYZ VINE DEMOTICA	Technical staff
5	OLIVER LEGASPI	TS
	Nothing Follows	

2. Per

approved Itinerary, above personnel is/are allowed the following travel expenses (check all that applies):

☒ 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. 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:

SEC. EMMANUEL F. PIÑOL, PhD

Chairman, MinDA