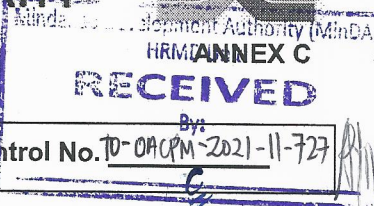




Republic of the Philippines
MINDANAO DEVELOPMENT AUTHORITY



LOCAL TRAVEL ORDER



Date: **November 26, 2021**

Destination/s Route : **Maluso, Basilan Province.**

Purpose : **To conduct site geo-tagging and coordination meeting with the LGU of Maluso in Basilan on the Solar-powered Steam drying Facility .(MinDA Initiated).**

1. The following personnel of the Authority are authorized to proceed to place/s stated above on official business from **November 28 - 30, 2021**

	Name of Staff	Position and Unit/Division
1	JEAN PAUL C. TOLENTINO	DMO-I, AMO-WM
***** Nothing Follows *****		

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

☐

Use of Official Vehicle

☒

Per Diems – lodging, meals and incidentals

☒

Transportation Expenses

3. Related travel expenses are chargeable against the funds of **310200100000 AMO-WM.**

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-202106644