

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
Regional Office No. IV-B (MIMAROPA)
Bicutan, Taguig City

No. _____

Date: October 17, 2024

TRAVEL ORDER

Name: DANICA ENRIQUEZ-BALATAN
Position: Science Research Specialist II
Departure Date: November 12, 2024
Return Date: November 13, 2024

Salary: _____
Station: Bicutan, Taguig City
Time: 3:30 AM
Time: 2:00 PM

Destination (Place/Office)	Purpose
Davao City	To attend the Grassroots Innovation and Circular Economy (GICE) Expo 2024: Empowering Sustainable Solutions

JUSTIFICATION FOR EARLY DEPARTURE/LATE ARRIVAL: _____


Expenses Allowed: _____
Charge to Project No./Activity: _____
Remarks/Special Instruction: _____

Requested By:



DANICA ENRIQUEZ-BALATAN
Science Research Specialist II

Recommending Approval:



ENGR. JERRY B. MERCADO
Chief SRS

APPROVED BY:



DR. MA. JOSEFINA P. ABILAY
Regional Director

TRAVEL REPORT

Requesting Party/Organizer:
Title of Activity:
Date:
Venue:
Highlights of the Activity: (attach picture/s)
S & T related Issues and Concerns raised:
Follow-up Activities Required:
Importance of the Activity to your job:
Attach copy of invitation, if any:

Date of Report: _____




Noted By: _____

DR. MA. JOSEFINA P. ABILAY
Regional Director

PRE-ITINERARY OF TRAVEL

Entity Name : DOST MIMAROPA
Fund Cluster: GRIND

No.: _____

Name : DANICA ENRIQUEZ- BALATAN Position : Science Research Specialist II Official Station : Bicutan, Taguig City				Date of Travel : November 12-13, 2024 Purpose of Travel : To attend the Grassroots Innovation and Circular Economy (GICE) Expo 2024: Empowering Sustainable Solutions								
Date	Places to be visited (Destination)	T I M E		Means of Transportation	Transpo rtation	Per Diem				Others	Total Amount	
		Departure	Arrival			Meals			Inci.			Accom.
						B	L	D				
Nov. 12, 2024	Bicutan, Taguig City	3:30 AM		Service Plane	3,000.00							
	NAIA	5:40 AM										
	Davao International Airport		7:45 AM									
	Program Proper	8:00 AM	5:00 PM			220.00		220.00	440.00	1,100.00	3,000.00	
	Temporary Residence (Davao City)		6:00 PM								1,320.00	
Nov. 13, 2024	Davao International Airport	9:20 AM		Plane Service	3,000.00							
	NAIA		11:20 AM									
	Bicutan, Taguig City		2:00 PM						220.00		440.00	1,100.00
						220.00					220.00	
											4,320.00	
											440.00	
											-	
TOTAL					6,000.00	440.00	220.00	220.00	880.00	2,200.00	-	9,960.00
<p>I certify that : (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.</p> <p> ENGR. JERRY B. MERCADO Chief SRS</p>				<p>Prepared by :  DANICA ENRIQUEZ-BALATAN Science Research Specialist II</p> <p>Approved by :  DR. MA. JOSEFINA PABILAY Regional Director</p>								

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
Regional Office No. IV-B (MIMAROPA)
Bicutan, Taguig City

No. _____

Date: October 17, 2024

TRAVEL ORDER

Name: JANNA GRACE D. RIBADA
Position: Project Technical Assistant III
Departure Date: November 12, 2024
Return Date: November 13, 2024


Salary: _____
Station: Bicutan, Taguig City
Time: _____
Time: _____

Destination (Place/Office)	Purpose
Davao City	To attend the Grassroots Innovation and Circular Economy (GICE) Expo 2024: Empowering Sustainable Solutions

JUSTIFICATION FOR EARLY DEPARTURE/LATE ARRIVAL: _____

Expenses Allowed: _____
Charge to Project No./Activity: _____
Remarks/Special Instruction: _____


Requested By:


JANNA GRACE D. RIBADA
Project Technical Assistant III

Recommending Approval:


ENGR. JERRY B. MERCADO
Chief SRS

APPROVED BY:


DR. MA. JOSEFINA P. ABILAY
Regional Director

TRAVEL REPORT

Requesting Party/Organizer:
Title of Activity:
Date:
Venue:
Highlights of the Activity: (attach picture/s)
S & T related Issues and Concerns raised:
Follow-up Activities Required:
Importance of the Activity to your job:
Attach copy of invitation, if any:

Date of Report: _____

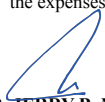


Noted By:

DR. MA. JOSEFINA P. ABILAY
Regional Director

PRE-ITINERARY OF TRAVEL

Entity Name : DOST MIMAROPA
Fund Cluster: GRIND

No.: _____

Name : JANNA GRACE D. RIBADA Position : Project Technical Assistant III Official Station : Bicutan, Taguig City				Date of Travel : November 12-13, 2024 Purpose of Travel : To attend the Grassroots Innovation and Circular Economy (GICE) Expo 2024: Empowering Sustainable Solutions								
Date	Places to be visited (Destination)	TIME		Means of Transportation	Transportation	Per Diem				Others	Total Amount	
		Departure	Arrival			Meals						
						B	L	D				
Nov. 12, 2024	Bicutan, Taguig City NAIA Davao International Airport Program Proper Temporary Residence (Davao City)	3:30 AM 5:40 AM 8:00 AM	7:45 AM 5:00 PM 6:00 PM	Service Plane	3,000.00	220.00		220.00		1,100.00		3,000.00 1,320.00 - 220.00 220.00
Nov. 13, 2024	Davao International Airport NAIA Bicutan, Taguig City	9:20 AM	11:20 AM 2:00 PM	Plane Service	3,000.00	220.00	220.00			1,100.00		4,320.00 - -
TOTAL					6,000.00	440.00	220.00	220.00	-	2,200.00	-	9,080.00
<p>I certify that : (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.</p> <div> ENGR. JERRY B. MERCADO Chief SRS</div>				<p>Prepared by :</p> <div> JANNA GRACE D. RIBADA Project Technical Assistant III</div> <p>Approved by:</p> <div> DR. MA. JOSEFINA P. ABILAY Regional Director</div>								