Republic of the Philippines

**DEPARTMENT OF LABOR AND EMPLOYMENT**

Regional Office No. \_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TRAVEL ORDER**

Travel Order No. \_\_\_\_\_\_\_\_\_\_\_\_\_   Date Issued:           \_\_\_\_\_\_\_\_\_\_\_\_\_

  Period Covered: \_\_\_\_\_\_\_\_\_\_\_\_\_

***Name of LEO***

Labor and Employment Officer/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You are hereby authorized to conduct Technical and Advisory Services at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_ \_\_, 2023, at \_\_\_\_\_\_.

***Time***

***Date***

***Venue***

You shall be entitled to claim *per diem* and transportation allowance chargeable to the funds of DOLE - Regional Office No. \_\_\_, subject to the availability of funds and usual accounting and auditing rules and regulations.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Field Office Director