



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF INFORMATION AND
COMMUNICATION TECHNOLOGY

LOCAL TRAVEL ORDER NO: 159

Series of 2023

DATE: 2023-05-04

CTRL No: 2023040001

Authority to travel is hereby granted to:

NAME/ POSITION/ DIVISION

Jei Lumalang/Staff/Test

Riza Reytez/Staff/Test

Destination

Laguna

Purpose of Travel

Seminar

Inclusive Date of Travel

2023-05-04

End Date of Travel

2023-05-04

**Daily Travel Expenses (DTE) to
be incurred:**

☐ **Actual**

meal

☒ **Per Diem**

N/A

☐ **Transportation**

Jei Lumalang/Staff/Test

Riza Reytez/Staff/Test

☐ **Others**

N/A

Appropriation/ Fund to which travel expenses would be charged to:

☐ **General Fund**

☐ **Project Funds**

☐ **Others**

Remarks/ Special Instructions:

A report of your travel must be submitted to the Agency Head/ Supervising Official within 7days from completion of travel. Liquidation of cash should be in accordance with Executive Order No. 77: Rules and Regulation and New Rates of Allowances for Official Local and Foreign Travels of Government Personnel.

RECOMMENDING APPROVAL:

DR. MARIA GRACIELA R. BUCAD

Head, Technical Operations Division

APPROVED:

CHERYL C. ORTEGA

Regional Director