**TRAVEL ORDER**

January 24, 2024

Date

**MEMORANDUM TO:**

1. **{{ creator.myfullname }}**

*{{ creator.position\_title }}*

{%p for i, item in enumerate(row\_contents, 1) %}

1. **{{ item. full\_name}}**

*{{ item.position\_title }}*

{% if i == 6 %}{% endif %}{%p endfor %}

You are hereby directed to proceed to {{ location }} on {{ date\_from }} – {{ date\_to }} to {{ purpose }}.

You shall use land/air transportation and your travelling expenses shall be charged to any available funds, subject to usual accounting and auditing rules and regulations.

*Recommending Approval:*

**FRANCIS CARLO L. ZACARIAS**

*Section Chief concerned*

*Approved by:*

**ENGR. JOHN N. MOLANO, MSME**

*Division Manager A, Pangasinan IMO*

CC: Unit Document Controller

Security Guard on Duty

**CERTIFICATE OF APPEARANCE**

*This is to certify that the above-named person/s who has/have been authorized to come to the above-mentioned destination and duration has/have appeared and conducted official business.*

*Signature over Printed Name*