



DEPARTMENT OF SCIENCE AND TECHNOLOGY

LOCAL TRAVEL ORDER NO. IX-04-1344
Series of 2018

April 25, 2018

Authority to Travel is hereby granted to:

<u>NAME</u>	<u>POSITION</u>	<u>DIVISION/AGENCY</u>
Zoren F. Antonio	Science Research Specialist I	
Bergel T. Cutara	Science Research Specialist I	
<u>DESTINATION</u>	<u>Inclusive Date/s of Travel</u>	<u>Purpose(s) of the Travel</u>
Baguio	May 01, 2018 to May 04, 2018	To Conduct the User and Administrators' training and facilitate the installation of Morale Survey and Scholarship Systems as requested by DOST CAR.

Travel Expenses to be incurred

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

	() General Fund	() Project Funds	(✓) Others
Actual			
Accommodation			
Meals/Food			
Incidental expenses			
Per Diem			
Accommodation			
Subsistence			
Incidental expenses			

Remarks/Special Instructions: Accommodation, Tickets , Meals will be charged to DOST-CAR

A report of your travel must be submitted to the Agency Head/Supervising Official within 7 days completion of travel, liquidation of cash advance should be in accordance with Executive Order No. 298: Rules and Regulations and New Rates of Allowances for Official Local and Foreign Travels of Government Personnel.

Recommending Approval:

Martin A. Wee
Regional Director

Approved:

BRENDA L. NAZARETH-MANZANO
UNDERSECRETARY, DOST