



TRAVEL ORDER

No. TO-2023-09-4274
Series of 2023

September 27, 2023
01:17 PM

Subject: AUTHORITY

This is to authorize the travel of the following DSWD FO Caraga Staff/s whose name is written below with the purpose of travel, places and dates indicated opposite their names, to wit:

Names - Position/Area of Assignment R(SN, FN M. II)	Place/s of Visit	Duration of Travel	Purpose	Expected Output	Means of Transportation 1 PUV Vice-Versa 2 RP Vice-Versa 3 RP one-way PUV one-way 4 Hired Van	Claims 1 without per diem 2 with per diem 3 Official Time Only 4 Compensatory Day off
1. Symon Jay Cocon - CMT II / Field Office Caraga	PDI	Sept. 28, 2023 - Sept. 29, 2023	Rice Distribution	Attendance	PUV Vice-Versa	with per diem

It is understood that report shall be submitted upon completion of the Travel together with certificate of appearance from each place/s visited and other documentary evidences of travel.

Approved by:

MARI-FLOR A. DOLLAGA - LIBANG
Regional Director

For the Regional Director:
RAMIL M. TACULOD
OIC - ARDA

JPSB / M. LM / rfp / gbc

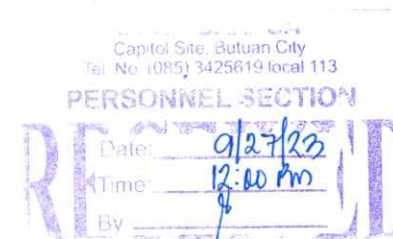


FOR : MARI FLOR A. DOLLAGA - LIBANG
REGIONAL DIRECTOR
DSWD FIELD OFFICE CARAGA

SUBJECT : REQUEST FOR THE ISSUANCE OF TRAVEL ORDER

DATE : SEPTEMBER 27, 2023

TRACKING NO. : TO-2023-09-4274



Respectfully requesting for the issuance of Travel Order of DSWD Staff whose name is written below with the purpose of travel, places and dates indicated and opposite their names.

Names - Position / Area of Assignment R(SN, FN M. II)	Place/s of Visit	Duration of Travel	Purpose	Expected Output	Means of Transportation 1 PUV Vice-Versa 2 RP Vice-Versa 3 RP-one-way PUV one-way 4 Hired Van	Claims 1 without per diem 2 with per diem 3 Official Time Only 4 Compensatory Day off
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It is understood that report shall be submitted upon completion of the Travel together with certificate of appearance from each place/s visited and other documentary evidences of travel.

Requested by:

DANIEL REY V. LLOREN
Administrative Assistant III

Recommending Approval:

ALDIE M. A. ANDOY
Chief PPD