



Republic of the Philippines  
Department of Environment and Natural Resources  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
Province of Guimaras  
Tel No. (033) 581-2991; Email: [denrguim@yahoo.com](mailto:denrguim@yahoo.com)

**TRAVEL ORDER**  
(No. \_\_\_\_\_)

July 25, 2022

<b>Name</b>	: EMMANUELITO B. BALMEO	<b>Salary</b>	: _____
<b>Position</b>	: Forest Technician II	<b>Div./Sec./Unit</b>	: Technical Services Division
<b>Departure Date</b>	: July 26, 2022	<b>Official Station</b>	: PENRO, Guimaras
<b>Destination</b>	: Brgy. Millan, Sibunag, Guimaras	<b>Arrival Date</b>	: July 29, 2022
	Municipalities of Guimaras		

**Purpose of Travel :** :To Conduct Charting & Inventory of planted trees inside Private Property of Herman Galve  
Represented by MM Bersaba Dominated by Lot No. 9 with an area of 3.5175 Has.  
Situating at Brgy. Millan, Sibunag, Guimaras.  
:To Conduct Charting & Inventory of planted trees inside Private Property of Elena Miague  
Represented by MM Bersaba Dominated by Lot No.7015-B with an area of 2.1861 Has.  
Situating at Brgy. Millan, Sibunag, Guimaras.  
:To conduct inspection & Verification of forest products for the issuance of SMF within municipalities  
of Guimaras.

**Per Diems/Expenses Allowed**

<b>Assistants or Laborers Allowed</b>	: _____
<b>Appropriations to which travel should be charged</b>	: Subject to availability of funds.
<b>Remarks or special instructions</b>	: _____

**Certifications:**

This is to certify that the travel is necessary and is connected with the functions of the official/employee of this Div./Sec./Unit

Recommended by:

Approved:

**VILMA G. LIMATES, PhD.**  
Chief, MSD

**EDGARDO M. ROSTATA, CESE**  
PENR Officer

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**AUTHORIZATION**

I hereby authorize the Accountant to deduct the corresponding amount of the unliquidated cash advance from my succeeding salary for my failure to liquidate this travel within the prescribed thirty-day period upon return to my permanent official station pursuant to item 5.1.3 COA Circular 97-002 dated February 10, 1997 and Sec. 16 EO No. 248 dated May 29, 1995.

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**EMMANUELITO B. BALMEO**  
Official / Employee