 Republic of the Philippines

Department of Environment and Natural Resources

**PROVINCIAL ENVIRONMENT & NATURAL RESOURCES OFFICE**

Old Rotary Park, Brgy. Concepcion, Parola, Iloilo City

Telefax (033)338-0690/336-9542/509-9543

**TRAVEL ORDER**

NO.\_\_\_\_\_\_\_\_\_\_\_\_

Name: **May G. Leysa**  Salary: **P26,012.00**

Position: **Forester I** Div./Sec./Unit:**CDS**

Departure Date: **April 19 & 26, 2022**  Official Station: **CENRO Barotac Nuevo, Iloilo**

Destination: **Municipalities of Calinog, Janiuay, Lambunao, Dingle, Amilao, San Enrique, Badiangan and Passi City**

Arrival: **April 23 & 30, 2022**

Purpose of Travel:

* To conduct inventory of UDP projects as per COA AOM
* To undertake activities under CY 2022 SWIS Project
* To monitor status of NGP Projects from CY 2011-2020
* To coordinate and gather data on the activities undertaken by LGUs within Jalaur-Suage River Watershed for the formulation of Jalaur-Suage IWMP

- To assist in the community profiling for the formulation of CRMF of Agbariri Agroforestry

Farmers Association

- To assess damaged brought by Typhoon Agaton within NGP Sites

Per Diems/Expenses Allowed: **1,800.00/diem**

Assistants or Laborers Allowed: **None**

Appropriations to which travel should be charged:

Remarks or special instructions:**submit report upon completion of the travel**

**CERTIFICATION:**

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

Recommending Approval: Approved:

# **GLENN S. DEL NORTE SALVADOR C. MANGLINONG JR.**

# CENR Officer PENR Officer

**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 20-day period upon return to my permanent official station pursuant to item 5.1.3 COA Circular 2012-004 dated November 28, 2012.

Official Employee(s)

**MAY G. LEYSA**