



OFFICE OF THE UNIVERSITY PRESIDENT

005120

TRAVEL ORDER No. 003

Series of 2024

TO:

CESAR B. BLANCO

ROWENA P. ARIZA

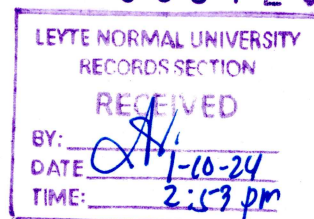
FROM:

DR. EVELYN B. AGUIRRE

University President

DATE:

JANUARY 8, 2024



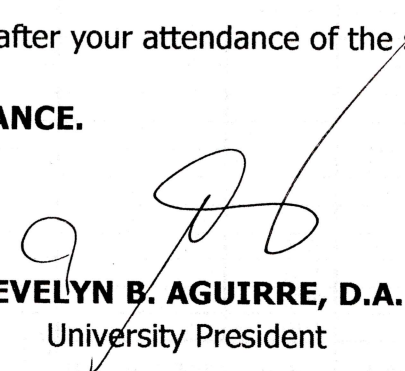
In the exigency of service, you are hereby directed to travel on **official business** to Palawan City to attend the **Training and Seminar** on the **"Effective Procedures and Best Practices on the Establishment of Records Management Program in Government Office"** on **February 6-8, 2024** at the **Costa Palawan Resort, F Ponce de Leon Road, Barangay San Pedro, Puerto Princesa City, Palawan.**

As such, you are e entitled to a registration fee of P7,800.00 each inclusive of two (2) nights' accommodations.

This travel being official shall entitle you to allowable travel expenses pursuant to Executive Order No. 77, dated March 15, 2018, chargeable against Internally Generated Funds (FC 05).

A report shall be submitted to this office after your attendance of the said activity.

FOR YOUR GUIDANCE AND COMPLIANCE.


EVELYN B. AGUIRRE, D.A.
University President

Cc: **Records** HRMO Accounting File