** DEPARTMENT OF SCIENCE AND TECHNOLOGY**

LOCAL TRAVEL ORDER No. \_\_\_\_

*Series of 2017 October 18, 2017*

**Authority to Travel is hereby granted to:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** |  | **POSITION** |  | **DIVISION/AGENCY** |

**GLADYS MAE B. YEKE Science Research Specialist II DOST Caraga - PSTC-Surigao del Norte**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Destination** |  | **Inclusive Date/s of Travel:** |  | **Purpose(s) of the Travel:** |
| **Metro Manila** |  | **November 26 – December 1, 2017** |  | Attend the Philippine Institute of Civil Engineers (PICE) 43rd National Convention at SM MOA, Pasay City |
|  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Travel Expenses to**  **be incurred** |  | **Appropriate/Fund to which travel expenses would be charged to:** | | | | |
|  | ( ) General Fund |  | ( x ) Project Funds  ( Pls. specify) |  | ( ) Others: (e.g sponsor/  Requesting agency) |
|  |  |  | Scholarship Fund |  |  |
|  |  |  |  |  |  |

( ) Actual

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Accommodation |  |  |  |  |  |  |
| Meals/Food |  |  |  |  |  |  |
| Incidental expenses |  |  |  |  |  |  |

( X ) Per Diem

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Accommodation |  |  |  |  |  |  |
| Subsistence |  |  |  |  |  |  |
| Incidental expenses |  |  |  |  |  |  |

( ) Transportation

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Official Vehicle |  |  |  |  |  |  |
| **Public conveyance** |  |  |  |  |  |  |
| (**Airplane**, Bus, Taxi) |  |  |  |  |  |  |

( ) Others

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Remarks/Special Instructions: |  |  |

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:

**DOMINGA D. MALLONGA**

Regional Director, DOST-Caraga Approved:

**BRENDA L. NAZARETH-MANZANO, CESO II**

Undersecretary for ROS