

JUL 05 2021

06 July 2021

LOCAL TRAVEL ORDER No. 011
Series of 2021

Authority to travel is hereby granted to:

NAME

CHESKA ESPINO
ANICHIE ITOH
MANUEL MANALO

POSITION

DIVISION/AGENCY

IBOD

Destination/s:

FPRDI, Laguna

Inclusive Date/s of Travel:

07 July 2021

Purpose(s) of Travel

To shoot videos for the
Search for Best
Commercialization StoryTravel Expenses Incurred
to be incurred:

Appropriation / Fund to which travel expenses would be charged to:

☒ General Fund☐ Project Funds☐ Others: (e.g. sponsor/
requesting agency)☐ Actual☐ Per Diem
Accommodation

Meals / Food


Incidental Expenses

☐ TransportationPublic Conveyance
(Airplane, Bus, Taxi)☐ Others

Remarks / Special Instruction

A report of your travel must be submitted to the Agency head / Supervising Official within 7 days from the completion of travel. Liquidation of cash advance should be in accordance with Executive order No. 298: Rules and Regulation and New Rates of Allowances for Official Local and Foreign Travels of Government Personnel.

RECOMMENDING APPROVAL:


ROMEO M. JAVATE
Division Manager, IBOD

APPROVED:



NOTED


ATTY. MARION IVY D. DECENA

Officer-in-Charge

Officer of the Director