



Republic of the Philippines  
Department of Science and Technology  
**Technology Application and Promotion Institute**

NOV 16 2022

**LOCAL TRAVEL ORDER No.** 125  
Series of 2022

Date  
11/15/2022

Authority to Travel is hereby granted to:

NAME	POSITION	DIVISION/ AGENCY
DE VERA, JACQUELINE S.	S&T Fellow I	TIPD

Destination/s:	Inclusive Date/s of Travel:	Purpose (s) of the Travel:
Technology Transfer and Promotion Division (TTPD), Paseo de Valmayor, Brgy. Timugan, Los Baños, Laguna 4030	16-Nov-22	To conduct benchmarking activity at TTPD for Promotions and MRL development

Travel Expenses to be incurred:	Appropriation/ Fund to which travel expenses would be charged to:		
	(X) General Fund	( ) Project Funds	( ) Others: (e.g. sponsor/ requesting agency)
(x) Actual	<u>X</u>		
(x) Per Diem			
Accommodation	<u>X</u>		
Meals/ Food	<u>X</u>		
Incidental expenses	<u>X</u>		
(x ) Transportation			
Official Vehicle	<u>X</u>		
Public conveyance (Airplane, Bus, Taxi)	<u>X</u>		
(x) Others			

Remarks/ Special Instructions

A report of your travel must be submitted to the Agency Head/ Supervising Official within 7 days from 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.

RECOMMENDED BY

NORA P. GUMIA

Chief, TIPD

APPROVED BY:

ATTY. MARION IVY D. DECENA