



Republic of the Philippines  
Department of Science and Technology  
**TECHNOLOGY APPLICATION AND PROMOTION INSTITUTE**

DEC 02 2022

LOCAL TRAVEL ORDER No. 131  
Series of 2022

29-Nov-22

Authority to Travel is hereby granted to:

NAME  
AIRA SHANE JUAREZ

POSITION

SRS I

DIVISION/ AGENCY

TIPD - TAPI

Destination/s:

Zamboanga City

Inclusive Date/s of Travel:

05-10 December 2022

Purpose (s) of the Travel:

- To Facilitate the photo and video documentation of the DOST Caravan
- To write an article about the event for posting To TAPI Social Media Pages
- To prepare an Activity Report

Travel Expenses to  
be incurred:

( ) General Fund

( ) Project Funds

( ) Others: (e.g. sponsor/  
requesting agency)

(x) Actual

X

(x) Per Diem

Accommodation

X

Meals/ Food

Incidental expenses

(x) Transportation

Official Vehicle

Public conveyance

(Airplane, Bus, Taxi)

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.

RECOMMENDING APPROVAL:

NORA P. GUMIA  
Division Chief, TIPD

APPROVED:

ATTY MARION IVY D. DECENA

Director

By Authority

ROMEO M. JAVATE

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