



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

DEC 14 2023

LOCAL TRAVEL ORDER No. 152  
Series of 2023

Dec. 13, 2023  
Date

Authority to Travel is hereby granted to:

NAME	POSITION	DIVISION/ AGENCY
RHOALYN D. GACHO <i>HH</i>	SRS II	IBOD/ TAPI
LEA RUBY C. DE CASTRO <i>Indra</i>	SRS II	IBOD/ TAPI

Destination/s:  
Paranaque City,  
Lipa City, Batangas &  
San Jose, Batangas

Inclusive Date/s of Travel:  
Dec. 21, 2023

Purpose (s) of the Travel:  
To conduct Monitoring Activities of IBED  
and VFP Projects

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)
( ) Actual	_____	_____	_____
( ) Per Diem	_____	_____	_____
Accommodation	_____	_____	_____
Meals/ Food	<u>          x          </u>	_____	_____
Incidental expenses	<u>          x          </u>	_____	_____
( ) Transportation	_____	_____	_____
Official Vehicle	<u>          x          </u>	_____	_____
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 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:

ROMEO M. JAVATE  
Division Chief, IBOD

Approved:

ATTY. MARION IVY D. DECENA  
Director  
Office of the Director