



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

DEC 15 2023

LOCAL TRAVEL ORDER No. 153
Series of 2023

Dec. 14, 2023
Date

Authority to Travel is hereby granted to:

NAME	POSITION	DIVISION/ AGENCY
MANUEL BUCAO	Driver	FAD/ TAPI

Destination/s:	Inclusive Date/s of Travel:	Purpose (s) of the Travel:
<u>Paranaque City,</u> <u>Lipa City, Batangas &</u> <u>San Jose, Batangas</u>	<u>Dec. 21, 2023</u>	<u>To conduct Monitoring Activities of IBED</u> <u>and VFP Projects</u>

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:

JOYCELIN AGULAR
FAD Chief

Approved:

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