



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

DEC 18 2023

LOCAL TRAVEL ORDER No. 154

Series of 2023

12-Dec-23

Authority to Travel is hereby granted to:

NAME	POSITION	DIVISION/ AGENCY
FELIPE PAYAS DE OCAMPO, JR.	DRIVER	FAD-TAPI

Destination/s:
Subic Municipal Hall and Maitin Subic
Zambales Brgy. Hall

Inclusive Date/s of Travel:
20-Dec-23

Purpose (s) of the Travel:
To drive them back and forth from DOST-TAPI
to Zambales and Zambales to TAPI.

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

JOYCEL N. AGUILAR
Chief, FAD

APPROVED BY:

ATTY. MARION IVY D. DECENA
TAPI DIRECTOR