



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR : THE REGIONAL EXECUTIVE DIRECTORS, REGIONAL
DIRECTORS, BUREAU DIRECTORS, AND HEADS OF
ATTACHED AGENCIES

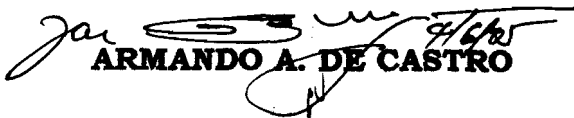
FROM : THE UNDERSECRETARY

SUBJECT : **REPORT ON TRAVEL ORDERS ISSUED**

DATE : **APR 06 2005**

To facilitate compliance with Memo Order No. 2004-11 dated 08 October 2004, particularly Section G, Item 5, which directs the quarterly submission of a consolidated report of local travels taken, please use the attached format in preparing your reports. You need not attach supporting documents. Computation of cost shall be based on *per diem* corresponding to the duration of the travel.

For your guidance.


ARMANDO A. DE CASTRO

Memo 112

REPORT ON TRAVEL ORDERS ISSUED
BUREAU/REGIONAL OFFICE: _____

Month/Year _____

Travel Order Nos. _____ to _____

Purposes of Travel	No. of travels made for this purpose	Total No. of Days	Estimated Cost (per diem)
attend/participate/act as resource person in meetings, symposium, lecture, special events, etc.			
delivery/pick-up of documents			
legal matters/investigation			
liaison/coordination works			
research/data gathering			
supervision of activities/personnel			
validation/monitoring/ assessment/site inspection			
others, please specify			

Submitted by:

Noted by:

Administrative Officer
 Regional Office */BUREAU*

RED/RD/Bureau Director

 Date

 Date