



REPUBLIC OF THE PHILIPPINES  
 PROVINCE OF CAVITE  
 MUNICIPALITY OF MENDEZ-NUÑEZ

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**OFFICE OF THE MUNICIPAL MAYOR**



REPUBLIC OF THE PHILIPPINES  
 PROVINCE OF CAVITE  
 MUNICIPALITY OF MENDEZ-NUÑEZ

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**OFFICE OF THE MUNICIPAL MAYOR**



TRAVEL ORDER NO. \_\_\_\_\_ DATE: \_\_\_\_\_

The following name employee (s) is hereby directed

To Proceed \_\_\_\_\_  
 (Official Station)

To Perform \_\_\_\_\_  
 (Official Mission)

For this Municipality \_\_\_\_\_  
 (Date)

NAME	OFFICE	ETD	ETA
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Per diem in the total amount of \_\_\_\_\_  
 chargeable against \_\_\_\_\_

Per diem in the total amount of \_\_\_\_\_  
 chargeable against \_\_\_\_\_

RECOMMENDED BY:

APPROVED BY:

\_\_\_\_\_  
*Department Head*

**JOSE N. AUDITOR**  
*Municipal Administrator*

\_\_\_\_\_  
*Department Head*

**JOSE N. AUDITOR**  
*Municipal Administrator*

COORDINATOR : \_\_\_\_\_  
 PERSONNEL : \_\_\_\_\_  
 TREASURER : \_\_\_\_\_

COORDINATOR : \_\_\_\_\_  
 PERSONNEL : \_\_\_\_\_  
 TREASURER : \_\_\_\_\_

***Kaunlaran ng MENDEZ, Panindigan NATIN!***

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