MEMORANDUM

TO : MS. RAMONA S. QUIJANO
     MS. JUANITA C. ANGAT
     MR. RICARDO C. CAPIN

SUBJECT : Authority to Travel

DATE : 20 November 2012

In the interest of the service and in order to facilitate the interconnectivity of systems with the regional offices, you are hereby authorized to proceed to the POEA Satellite Office - Region IV to install and test the BM and Namehire Processing Systems on 22 November 2012.

Further Mr. Rolando Martinez shall transport you to and from the venue using the POEA vehicle, Toyota Tamaraw FX with plate no. SED 553.

As such, you shall be entitled to per diem, transportation expenses and other allowable expenses, subject to the availability of funds and to the usual accounting and auditing rules and regulations.

For compliance.

20 November 2012.

[Signature]
Deputy Administrator