



22 February 2021

MEMORANDUM

TO : ALL BAFS EMPLOYEES


FROM : OFFICE OF THE OIC-DIRECTOR

SUBJECT : NEW TRAVEL ORDER TEMPLATE FOR BAFS PERSONNEL

In compliance with the General Memorandum Order No. 03 series of 2016 on the Delegation of Authority for Local Travels in the Department of Agriculture, all employees are hereby instructed to use the new Travel Order template which is accessible through your respective Division's administrative assistants.

There are two (2) forms available: (1) approving official is Director Mula; and (2) approving officer is Assistant Director Mandigma, in case the Director is on official travel or not available to sign the document.

For proper guidance and strict compliance.


MYER G. MULA, Ph.D.
RVC
02/22/21

CERTIFIED
: 27 FEB 2021

TRUE COPY

