

Technical Writing Skills Enrichment at CENRO Module 2: Navigating the Right Way: Writing Sessions, Coaching and Feedbacking

March 5, 2024

DR. CHRISTIAN ANTHONY C. AGUTAYA
OIC, Office of the University President
This University

Sir:

Warmest greeting!

I am writing to formally request your approval for the implementation of the "Module 2: Navigating the Right Way: Writing Sessions, Coaching and Feedbacking), which is an integral part of the approved extension project "Three Year Training on Technical Writing Skills Enhancement at CENRO" led by ABEL under SINAG.

Our commitment to Extension compels us to actively contribute to our community's growth by disseminating knowledge and fostering skill development. Aligned with the administration's emphasis on excellence and active engagement, this proposed project aims to bridge a significant skill gap within our team while equipping us to effectively convey technical information to diverse audiences.

Attached is the training design and budgetary estimates for year 2, approved MOA, and approved proposal for your signature and reference.

Thank you so much and God bless!

Respectfully yours, /

MARINEL V. BURGOS, PhD
Assistant Professor III/Project Leader

Noted: / / / / /

KATHERINE P. SANCHEZ-ESCALONA, PhD
Dean, College of Arts and Sciences

LOURDES V. ICALLA, DVM
Director for Extension, Knowledge and Technology Transfer

Allotment Available:

ROVELYN P. ROXAS
SAO- Finance Division/Acting Budget Officer III

Recommending Approval

NEMESIO H. DAVALOS, PhD
VP for Academic Affairs

Approved: / / / / /

CHRISTIAN ANTHONY A. AGUTAYA, PhD
OIC, University President
VP for Research and Extension Development

MOBILE: 093 977 848 72 28

MINDORO STATE UNIVERSITY
Victoria, Oriental Mindoro, 5205 Philippines

RECEIVED
RECORDS OFFICE

BY: _____
DATE: 3-20-24
TIME: 9:28
CONTROL # 807

BAGONG PILIPINAS

TECHNICAL WRITING SKILLS ENRICHMENT AT CENRO

Module 2: Navigating the Right Way: Writing Sessions, Coaching and Feedbacking

Rationale

The Community Environment and Natural Resources Office (CENRO), a government organization entrusted with the management of environmental and natural resources, heavily relies on proficient technical writing skills for its operational efficacy. Reports and documents serve as vital tools in fulfilling the agency's responsibilities.

Recognizing the pivotal role of technical writing, the AB English department at Mindoro State University (MinSU) has initiated a SINAG extension activity dedicated to enhancing the technical writing abilities of CENRO staff. This program aims to elevate employees' skills, empowering them to produce high-quality reports and materials that align with the organization's standards.

Led by experienced instructors from the AB English program, the extension activity promises comprehensive training in technical writing. Covering aspects such as grammar and style, formatting, and information organization, the course equips participants with the necessary tools to create documents that effectively and clearly articulate their ideas.

Last year, ABEL faculty members generously imparted their expertise to CENRO employees, focusing on the crucial role of grammar in technical writing. Through an extensive training series encompassing Module 1: Technical Grammar Essentials – Building Blocks for Writers, participants underwent a comprehensive exploration of essential grammatical principles. Following this training phase, a post-evaluation was conducted to gauge the progress made in grammar skills.

Moreover, there are still areas in grammar which should be enhanced further by the CENRO employees and use their knowledge in the actual writing. Thus, this module 2 entitled Navigating the Right Way: Writing Sessions, Coaching and Feedbacking is proposed which will be divided up into multiple sessions so that CENRO staff may take it at their own pace and use what they learn in real-world situations. The project leader, together with the implementers and speakers will offer practical instruction and support to aid staff in honing their technical writing abilities, answering any queries and offering feedback on their work.

Site of Implementation

Community Environment and Natural Resources Office (CENRO), Pasi II, Socorro, Oriental Mindoro

Objectives

1. To strengthen the partnership between CENRO and MINSU: By providing technical writing training to CENRO employees, the AB English program can strengthen its partnership with CENRO, ultimately benefitting both organizations.
2. To improve the quality of documentation produced by CENRO employees: The extension activity aims to enhance the technical writing skills of CENRO employees, enabling them to produce high-quality documents that meet the standards of their organization. This will benefit CENRO by improving the quality of its documentation, ultimately contributing to the success of its mission.
3. To enhance the professional development of AB English faculty: The extension activity will provide AB English faculty with an opportunity to share their expertise and knowledge with CENRO employees. This will enhance the professional development of faculty members, ultimately benefitting the AB English program.

4. Overall, the objectives of conducting technical writing development extension activity for CENRO employees that will benefit both the CENRO and MINSU AB English program are to strengthen their partnership, improve the quality of documentation produced by CENRO employees, enhance the professional development of AB English faculty, and promote the program to potential students.

Expected Outputs

For CENRO:

1. Improved writing skills: The Technical Writing Development Extension Program aims to enhance the writing skills of CENRO employees. The program will equip employees with the necessary knowledge and skills to write clear, concise, and effective reports, memos, and other documents.
2. Enhanced productivity: The program will enable CENRO employees to produce high-quality documents that are well-organized, easy to read, and accurate. This will increase their productivity by reducing the time spent on editing and revising documents.
3. Improved communication: Effective writing skills are essential in communicating ideas and information clearly and concisely. The program will enable CENRO employees to communicate more effectively with their colleagues, stakeholders, and clients.
4. Improved confidence: Improved writing skills will boost the confidence of CENRO employees in their ability to communicate effectively through writing. This will increase their job satisfaction and motivation.

For MINSU:

1. Enhanced reputation: The Technical Writing Development Extension Program will enhance the reputation of MINSU as a provider of quality training programs. The program will demonstrate MINSU's commitment to providing relevant and practical training programs that meet the needs of its clients.
2. Increased revenue: The Technical Writing Development Extension Program will generate revenue for MINSU through program fees. The program will attract new clients and retain existing ones by providing high-quality training programs.
3. Improved branding: The program will enhance the branding of MINSU as a provider of quality training programs. The program will increase the visibility of MINSU and establish it as a leader in the training industry.
4. Improved partnerships: The Technical Writing Development Extension Program will establish partnerships between MINSU and CENRO. This will lead to more collaboration and future opportunities for MINSU to provide training programs to CENRO and other government agencies.

Training Strategy/Methodology

In the pursuit of enriching technical writing skills at CENRO during Module 2, titled "Navigating the Right Way: Writing Sessions, Coaching, and Feedbacking," a multifaceted approach is recommended. Commence the training with interactive writing sessions, immersing participants in hands-on exercises that mirror real-world challenges within their responsibilities. Foster a collaborative environment for peer collaboration and review, encouraging constructive feedback exchange among participants. Complementing this, coaching workshops led by experienced instructors should provide personalized guidance through one-on-one sessions, addressing individual challenges and tailoring feedback to specific needs. Integrate the analysis of well-crafted technical documents as examples, elucidating best practices in structure, style, and formatting. Implement regular feedback mechanisms, creating opportunities for open discussions and clarifications. Harness technology by incorporating writing tools and software to aid in grammar checking and style suggestions. This holistic approach ensures that participants not only navigate the intricacies of technical writing but also excel in coaching and adeptly handle feedback in their professional roles.

CENRO, PASI II, Socorro, Oriental Mindoro

2024

Date	Title of Training/ Activity	Number of Participants	Resource Speakers
March	Three-Year Training On Technical Writing Skills Enrichment at Cenro Writing Sessions, Coaching and Feedbacking	15-20	Marinel V. Burgos Pinky B. Carig Mellany Tolentino Liann Camille D. Perez
April	Three-Year Training On Technical Writing Skills Enrichment at Cenro Writing Sessions, Coaching and Feedbacking	15-20	Marinel V. Burgos Pinky B. Carig Mellany Tolentino Liann Camille D. Perez
May	Three-Year Training On Technical Writing Skills Enrichment at Cenro Writing Sessions, Coaching and Feedbacking	15-20	Marinel V. Burgos Pinky B. Carig Mellany Tolentino Liann Camille D. Perez
June	Three-Year Training On Technical Writing Skills Enrichment at Cenro Writing Sessions, Coaching and Feedbacking	15-20	Marinel V. Burgos Pinky B. Carig Mellany Tolentino Liann Camille D. Perez
July	Three-Year Training On Technical Writing Skills Enrichment at Cenro Writing Sessions, Coaching and Feedbacking	15-20	Marinel V. Burgos Pinky B. Carig Mellany Tolentino Liann Camille D. Perez
August	Three-Year Training On Technical Writing Skills Enrichment at Cenro Writing Sessions, Coaching and Feedbacking	15-20	Marinel V. Burgos Pinky B. Carig Mellany Tolentino Liann Camille D. Perez
September	Three-Year Training On Technical Writing Skills Enrichment at Cenro Writing Sessions, Coaching and Feedbacking	15-20	Marinel V. Burgos Pinky B. Carig Mellany Tolentino Liann Camille D. Perez
October	Three-Year Training On Technical Writing Skills Enrichment at Cenro Writing Sessions,	15-20	Marinel V. Burgos Pinky B. Carig Mellany Tolentino Liann Camille D.

	Coaching and Feedbacking		Perez
November	Three-Year Training On Technical Writing Skills Enrichment at Cenro Writing Sessions, Coaching and Feedbacking	15-20	Marinel V. Burgos Pinky B. Carig Mellany Tolentino Liann Camille D. Perez
December	Three-Year Training On Technical Writing Skills Enrichment at Cenro Writing Sessions, Coaching and Feedbacking	15-20	Marinel V. Burgos Pinky B. Carig Mellany Tolentino Liann Camille D. Perez

V. Budgetary Requirement

Note: The budget indicated here is based on the approved budget for the SINAG Program attached hereto.

2024				
ACTIVITY	BUDGET ITEM	PARTICULARS	SUB-TOTAL	ESTIMATED COST
1. Lecture-discussion	Travel Expenses (incl. gas allowance)	2x a month, MinSU to Socorro & vice versa, Php 1000.00/ a week x 2 wks x 10 mos.	2,000/ mo.	20,000
2. Information literacy				
3. Research works	Food Allowance	2x a month, snacks (20 persons) (1600 per week)	3,200/ mo.	32,000
4. Instructional materials development	Printer 3in1			14,000
Total Budget				66,000

MDS-14-7
101-200-03-270
501210W

Prepared by:

MARINEL V. BURGOS, Ph.D.
ABEL Faculty/ Project Leader and Coordinator

Noted: *[Signature]*

KATHERINE P. SANCHEZ-ESCALONA, PhD
Dean, College of Arts and Sciences

LOURDES V. ICALLA, DVM
Director for Extension, Knowledge and Technology Transfer

Allotment Available:

ROVELYN P. ROXAS
SAO-Finance Division/ Acting Budget Officer III

Recommending Approval

NEMESIO H. DAVALOS, PhD
VP for Academic Affairs

Approved:

CHRISTIAN ANTHONY C. AGUTAYA, PhD
OIC- University President
VP for Research and Extension Development

NARRATIVE REPORT
THREE YEAR TECHNICAL WRITING ENRICHMENT AT CENRO
Module 2: Navigating the Right Way: Writing Sessions, Coaching and Feedbacking
April 8, 2024

On April 8, 2024, Module 2 of the Three Year Technical Writing Enrichment Program at CENRO commenced with an orientation day led by Dr. Marinel V. Burgos. The day began with Dr. Burgos coordinating with CENRO officer and Mam Emy to finalize the details for the upcoming module on technical writing.

After the initial meeting with the concerned authorities, Dr. Burgos gathered all the participants in a designated area within the CENRO office. She started the orientation by outlining the objectives and structure of Module 2 of the technical writing enrichment project. Dr. Burgos emphasized the importance of clear and effective communication in technical documents, highlighting the role of precise language, logical structure, and professional presentation.

During the orientation, Dr. Burgos explained the schedule for the upcoming writing sessions, coaching sessions, and feedback sessions. She outlined the topics that would be covered, including strategies for improving document clarity, techniques for organizing information, and tips for enhancing readability.

Dr. Burgos encouraged active participation from all attendees, stressing the value of practical exercises and collaborative learning in enhancing technical writing skills. She also assured participants that personalized coaching and guidance would be provided throughout the module to assist them in improving their writing proficiency.

In conclusion, the orientation day for Module 2 of the Technical Writing Enrichment Program at CENRO was informative and engaging, setting a clear foundation for the upcoming sessions. Participants left the orientation with a better understanding of the expectations and goals of the module, ready to apply their learning in the practical sessions ahead. The day concluded with Dr. Burgos reiterating her commitment to supporting the participants in their journey towards becoming more effective technical writers.

Overall, the orientation successfully launched Module 2, laying the groundwork for a productive and enriching learning experience in technical writing for all CENRO employees involved.

Prepared by:

MARINEL V. BURGOS
Project Leader

Module 2: Navigating the Right Way: Writing Sessions, Coaching and Feedbacking April 8, 2024



NARRATIVE REPORT
THREE YEAR TECHNICAL WRITING ENRICHMENT AT CENRO
Module 2: Navigating the Right Way: Writing Sessions, Coaching and Feedbacking
April 29, 2024

As part of the ongoing Three Year Technical Writing Enrichment Program at the Community Environment and Natural Resources Office (CENRO), Module 2: Navigating the Right Way: Writing Sessions, Coaching, and Feedbacking was conducted on April 29, 2024. The session was facilitated by Dr. Marinel V. Burgos and Ms. Liann Camille Perez

The day began with Dr. Marinel V. Burgos and Ms. Liann Camille Perez informing the participants that they would be available in the office throughout the duration of the enrichment program. They emphasized their commitment to guiding, coaching, and assisting the employees with the documents and reports they would be creating. This announcement was well-received, as it assured the participants of continuous support and expert advice right at their workplace.

Throughout the day, Dr. Burgos and Ms. Perez made themselves available for one-on-one coaching sessions. Participants brought their in-progress documents and reports for personalized feedback. The facilitators provided detailed suggestions and edits, explaining the rationale behind each change. This interactive process not only improved the immediate documents but also helped participants understand how to apply these improvements in future writing tasks.

One of the key activities involved the facilitators editing some submitted documents. After making the necessary corrections and enhancements, they called in the respective authors to explain the improvements made. This step-by-step walkthrough was instrumental in helping the employees grasp the significance of technical writing and understand how to elevate the quality of their work.

Prepared by:


MARINEL V. BURGOS
Project Leader

Module 2: Navigating the Right Way: Writing Sessions, Coaching and Feedback April 29, 2024



NARRATIVE REPORT THREE YEAR TECHNICAL WRITING ENRICHMENT AT CENRO

Module 2: Navigating the Right Way: Writing Sessions, Coaching and Feedbacking June 24, 2024

On June 24, 2024, the activity Three Year Technical Writing Enrichment Program at CENRO, titled "Navigating the Right Way: Writing Sessions, Coaching, and Feedbacking," was held. Facilitated by Dr. Marinel V. Burgos and Ms. Liann Camille Perez, the session focused on assisting participants with the various reports and documents they needed to submit that day.

The session began with Dr. Burgos and Ms. Perez gathering all participants in a designated area within the CENRO office. The facilitators emphasized the importance of clear and effective writing, encouraging the participants to focus on accuracy, clarity, and coherence in their reports.

Participants were then given time to work on their respective documents. Dr. Burgos and Ms. Perez remained accessible throughout the session, ready to provide guidance and answer any questions. Employees were encouraged to approach the facilitators whenever they needed assistance, ensuring that help was readily available.

The facilitators moved around the room, offering personalized feedback and making suggestions for improvement. They provided on-the-spot editing and coaching, helping participants refine their writing and address any specific challenges they faced. This hands-on approach allowed participants to immediately apply the advice and see the positive impact on their work.

By the end of the session, participants had made significant progress on their reports and documents, benefiting from the expert guidance of Dr. Burgos and Ms. Perez. The facilitators concluded the day by encouraging everyone to continue practicing their writing skills and to make use of the techniques and feedback provided during the session.

Prepared by:

MARINEL V. BURGOS
Project Leader

Module 2: Navigating the Right Way: Writing Sessions, Coaching and Feedbacking

June 24, 2024



"Module 2: Navigating the Right Way: Writing Sessions, Coaching and Feedbacking"

Date: April 8, 2024

[illegible]



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 727 28



April 5, 2024

TRAVEL ORDER

In the interest of the service and with duly approved request for an authority to travel with Control No. 04-018, the following personnel, is hereby authorized to travel on April 8, 2024 to conduct extension activity at CENRO on technical writing year 2 at CENRO, Socorro, Oriental Mindoro.

Name	Position
Dr. Marinel V. Burgos	Assistant Professor III
Ms. Liann Camille D. Perez	Instructor III

- Vehicle to be used: : Isuzu Sportivo (SJP 361)
- Date & Time of Departure : April 8, 2024; 8:00 am
- Expected Date & Time of Return : April 8, 2024; _____

In this regard, you are authorized to claim traveling and other incidental expenses chargeable against appropriate funds subject to rules and regulations provided in Executive Order (EO) No. 77 and MinSU Office Memorandum No. 001 series of 2020.

The Vice President for Academic Affairs of this University shall supervise the proper implementation of this order

CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
Vice President for Academic Affairs

MEMORANDUM OF UNDERSTANDING

KNOW ALL MEN BY THESE PRESENTS:

This MEMORANDUM OF AGREEMENT is made and entered into by and between:

The **MINDORO STATE UNIVERSITY (MnSU)**, an institution of higher learning duly organized under and by the virtue of laws of the Republic of the Philippines, with address at Alcate, Victoria, Oriental Mindoro, represented by its President, **DR. LEVY B. ARAGO, JR.**, herein referred to as **FIRST PARTY**;

-and-

The **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES- COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE (DENR- CENRO) SOCORRO, ORIENTAL MINDORO** existing under and by virtue of the laws of the Philippines with office at Pasi II, Socorro, Oriental Mindoro represented by its CENR Officer, **FOR. RODEL M. BOYLES** herein referred to as the **"SECOND PARTY"**

-Witnesseth-

WHEREAS, the FIRST PARTY, through its AB English Language (ABEL) Program, has an existing extension project titled **THREE YEAR TRAINING ON TECHNICAL WRITING SKILLS ENRICHMENT AT CENRO**, a component project of the **SINAG** or **Serbisyo, Inobasyon, NAgliilinang ng Galing** Program established in 2022 that covers different extension projects, activities, and initiatives for the realization of all the ABEL Program's development objectives through consistent and strong collaboration, diligence, excellence, and compassion.

WHEREAS, the **THREE YEAR TRAINING ON TECHNICAL WRITING SKILLS ENRICHMENT AT CENRO** of the FIRST PARTY seeks to increase the employees' technical writing skills, enabling them to generate high-quality reports and other materials that adhere to their organization's standards.

WHEREAS, the FIRST PARTY is determined and committed to utilize its available resources particularly the expertise of its ABEL Faculty who serve as the resource persons and implementers to fully realize the objectives of the ABEL Program in terms of conducting a sequence of lectures and workshops, aimed at increasing the technical writing proficiency of the CENRO employees and comprehensive support in the form of technical assistance, expert consultancy, and specialized guidance aimed at refining and enhancing the composition of written reports and various other forms of office paperwork.

WHEREAS, the SECOND PARTY signified its need and willingness to accommodate the ABEL faculty members of Mindoro State University on the scheduled date stated in the training plan and encourage its employees to attend regularly in the series of lectures and trainings related to technical writing skills enrichment

NOW, THEREFORE, for and in consideration of the mutual covenants and premises contained, for the **THREE YEAR TRAINING ON TECHNICAL WRITING SKILLS ENRICHMENT AT CENRO** under the ABEL's **SINAG** Program, the respective parties hereto stipulated and agree as follows:

/ /

OBLIGATION OF THE FIRST PARTY

1. Mindoro State University will design a comprehensive curriculum and training design tailored to enhance technical writing skills. These will encompass various aspects of technical writing, catering to the specific needs of CENRO employees.
2. The ABEL faculty members will conduct regular lectures and workshops as per the curriculum. These sessions will cover diverse topics, methodologies, and techniques to improve technical writing proficiency.
3. Mindoro State University will provide qualified faculty members with expertise in technical writing to serve as resource persons. These faculty members will deliver lectures, facilitate workshops, and offer guidance to participants.
4. The university will develop and provide relevant training materials, resources, and tools necessary for the program's success. These materials will aid participants in understanding and applying technical writing principles effectively.
5. Mindoro State University will establish an evaluation mechanism to assess participants' progress. Constructive feedback will be provided to participants to track their development and address areas that require improvement.
6. The university will demonstrate adaptability by tailoring the training approach based on evolving needs and feedback from CENRO. This ensures the program remains relevant and impactful throughout its duration.
7. Mindoro State University will foster collaboration between its faculty members, CENRO, and other stakeholders. This collaborative approach will facilitate the exchange of ideas, insights, and best practices for continuous improvement.
8. Upon successful completion of the program, the university will award certificates to participants, acknowledging their enhanced technical writing skills and their dedication to professional growth.

OBLIGATION OF THE SECOND PARTY

1. Provide all the needed support to resolve whatever problems and issues that may arise in the future to guarantee the success of the Program.
2. CENRO will actively encourage and facilitate the participation of its employees in the training program. This includes identifying suitable candidates, communicating program details, and motivating staff to take part.
3. Participants selected for the program are obligated to attend all scheduled training sessions, workshops, and lectures. Their active engagement and commitment are vital to maximize the benefits of the training.
4. Participants are responsible for applying the knowledge and techniques acquired during the training in their day-to-day work. This involves implementing improved technical writing practices in various office-related documents.
5. CENRO will provide timely feedback to Mindoro State University regarding the effectiveness of the training. This feedback helps refine the program and ensure it remains aligned with CENRO's specific needs.
6. CENRO will allocate the necessary resources to support the training program. This includes providing suitable venues, facilities, and technical equipment required for workshops and sessions.
7. CENRO will collaborate with Mindoro State University to address any challenges that may arise during the program. Open communication and collaboration are essential to overcoming obstacles and achieving the program's objectives.
8. CENRO will provide certificate of recognition to the assigned resource speakers in each session.

EFFECTIVITY OF THE AGREEMENT

This **AGREEMENT** shall take effect immediately upon signing by all parties and shall remain enforced unless sooner terminated by mutual consent.

In **WITNESS WHEREOF**, the parties hereto have affixed their signatures this _____ day of _____ at Victoria, Oriental Mindoro

Mindoro State University

(MinSU)
FIRST PARTY

By: _____

LEVY B. ARAGO, JR., PhD
University President

Signed in the Presence of:

KATHERINE P. SANCHEZ- ESCALONA, PhD
Dean, College of Arts and Sciences

**Community Environment and
Natural Resources Office
CENRO
SECOND PARTY**

FOR: **RODEL M. BOYLES**
CENR Officer

RAYSON C. ALFANTE
ECOMS II/ Chief, Administrative,
Planning & Management Support
Section

ACKNOWLEDGEMENT

BEFORE ME, a Notary Public for and in Oriental Mindoro this Nov 06 2023,
20__ personally appeared:

Name	Competent Evidence of Identity	Date of Issuance	Place of Issue
LEVY B. ARAGO, JR.	PRC ID No. 0088938	07/28/1997	PRC Manila
✓ RODEL M. BOYLES	CTC No. 29677741	01/24/2023	BATANGAS
KATHERINE P. SANCHEZ- ESCALONA	PASSPORT PLC10432B	03/17/2021	DFA MANILA
RAYSON C. ALFANTE	PRC ID No. 1234938	12/02/2013	LUCENA

Known to me as the same persons who executed the foregoing instrument and acknowledge to me that the same is their own free will and voluntary act and deed.

The foregoing instrument refers to the **MEMORANDUM OF UNDERSTANDING** consisting of four (4) pages, including the page in which the Acknowledgement is written, signed by the parties, including their instrumental witnesses on each and every page thereof and sealed with my notarial seal.

WITNESS MY HAND AND SEAL, on the date and place above written.

Doc. No. 1166;
Page No. 25;
Book No. 116;
Series of 2023.

ATTY. RAYMOND JOEL L. BALBUENA
Roll of Attorney's No. 61087
IBP Lifetime No. 010769
PTR No. 1029365
MCLE Compliance No. VII-0005057
Notarial Commission until December 31, 2024

THREE YEAR TRAINING ON TECHNICAL WRITING SKILLS ENRICHMENT AT CENRO

"Module 2: Navigating the Right Way : Writing Sessions, Coaching and Feedbacking"

Attendance

Date: June 24, 2024

NAME	POSITION and DEPARTMENT	Email address/cp number	Signature
Leonida A. Rios	PRO		
Clay Albert Diaz	PRO		
E. J. Dela Cruz	PRO		
Wendy C. Martinez	PRO		
ANDREY CRUZ G. RUILO	PRO		
JOHN ARLEY D. ANILLO	PRO		
Jeliff B. Armas	PRO		
James Anthony D. Guadalupe	PRO		
JOSE MARICAR FORTALUNA	PRO		
Kathleen Jane R. Lopez	PRO		
MELVIN C. TUNCOY	PRO		
KEVIN I. CURPUN	PRO		
Randall L. Tugay	PRO		
Mark Anthony Tugay	PRO		
Alcan V. Calde	PRO		
REYNALDO R. ILAN	PRO		
MARICAR EUDILAN	PRO		
Guadalupe Armas	PRO		

TRAVEL ORDER

In the interest of the service and with duly approved request for an authority to travel with Control No. 06-045, the following personnel, is hereby authorized to travel on June 24, 2024 to implement the Technical Writing Enhancement Extension Program (Year 2) at CENRO Socorro, Oriental Mindoro.

Name	Position
Dr. Marinel V. Burgos	Associate Professor I
Ms. Liann Camille Perez	Instructor III
Dr. Pinky Carig	Associate Professor V
Ms. Mellany Tolentino	Associate Professor III

- Vehicle to be used: : Isuzo Sportivo (SJP 361)
- Date & Time of Departure : June 24, 2024; 7:00 am
- Expected Date & Time of Return : June 24, 2024; 5:00 pm

In this regard, you are authorized to claim traveling and other incidental expenses chargeable against appropriate funds subject to rules and regulations provided in Executive Order (EO) No. 77 and MinSU Office Memorandum No. 001 series of 2020.

The Vice President for Academic Affairs of this University shall supervise the proper implementation of this order.

CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
VOIC- Office of the University President