**TEMPLATE FOR REGIONAL PERSONNEL ORDER –**

**MONITORING/FIELDWORK**

[Date]

**REGIONAL PERSONNEL ORDER**

No. 2022- \_\_\_\_\_\_\_\_\_\_

**SUBJECT: Authority for Selected MMCHD Personnel to Conduct \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(indicate the activity)* on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(indicate the date or inclusive dates of the activity)*

The Metro Manila Center for Health Development (MMCHD) through the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(indicate the cluster/section/unit responsible for the conduct of the activity)* will conduct \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(indicate the activity, date/inclusive dates, venue)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*indicate the brief rationale for the conduct of the activity)*

Relative to this, the following personnel will be authorized to conduct the above-mentioned activity:

1. \_\_\_\_\_\_\_\_\_\_\_\_ (full name) - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (official position title)
2. \_\_\_\_\_\_\_\_\_\_\_\_ (full name) - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (official position title)

Under this Order, the above-named personnel will be authorized to use any MMCHD official motor vehicle, subject to its availability to convey them to and from the site, otherwise, they will be entitled to reimbursement of actual transportation expenses incurred. All expenses for this activity will be charged against \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(indicate the source of funds and the division, e.g. PHM-LHSD, RRHFS-RLED, HEPR-HEMU, CONAP-MSSD, etc. No need to mention the specifics indicated in WFP. However, if the source of funds is from a Sub-Allotment Advice (SAA), indicate the SAA Number)*, subject to its availability, and to the usual accounting and auditing rules and regulations.

**RIO L. MAGPANTAY, MD, PHSAE, CESO III**

Director IV

***(Place an initials box on the duplicate copy with pertinent signatories as per MMCHD Memorandum No, 2022-007 dated February 14, 2022)***