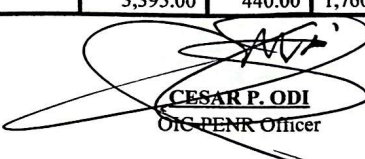


ITINERARY OF TRAVEL

Entity Name : _____
Fund Cluster: _____

No.: _____

Name : <u>CESAR P. ODI</u> Position: <u>OIC, PENR Officer</u> Official Station : <u>Odiongan, Romblon</u>				Date of Travel : <u>November 27-December 1, 2023</u> Purpose of Travel: <u>To attend the Consolidation Writeshop for the DENR CALABARZON and MIMAROPA Protected Area Suitability Assessment (PASA) report on the Verde Island Passage (VIP)</u>					
Date	Places to be visited (Destination)	TIME		Means of Transportation	Transportation	Per Diem			Total Amount
		Departure	Arrival			Meal	Incidental	Lodging	
November									
24	From official station to Poctoy Port	5:45PM	5:55PM	Gov't Vehicle	-				-
	To Batangas Port	6:00PM	4:00AM	Ship	1,548.00				1,548.00
	Terminal Fee				15.00				15.00
	To Los Baños, Laguna	4:10AM	5:30AM	Private Vehicle	-				-
25-26									-
27									-
28	From Los Baños, Laguna to BMB Office	7:12AM	7:46AM	Taxi	211.00	220.00	440.00		871.00
	To venue	8:00AM	8:30AM	Service	-	220.00	440.00		660.00
29	Still at the venue								-
	To temp. residence	5:30PM	6:00PM	Taxi	-	220.00	440.00	1100.00	1,760.00
30	At the Regional Office			Taxi	-	660.00	440.00	1100.00	2,200.00
December									
1									-
2									-
									-
3	From Los Baños, Laguna to Batangas Port	2:00PM	3:00PM	Private Vehicle	-				-
	Terminal Fee				30.00				30.00
	Batangas port to Odiongan port	5:00PM	2:30AM	Ship	1,591.00				1,591.00
4	Back to official station	2:45AM	3:00AM	Gov't Vehicle	-				-
					3,395.00	440.00	1,760.00	2,200.00	8,675.00
I certify that: (1) I have reviewed the foregoing itinerary (2) The travel is necessary to the service (3) The period covered is reasonable and (4) The expenses claimed are proper.				Prepared by :  CESAR P. ODI OIC-PENR Officer					
				Approved by: FELIX S. MIRASOL, JR. CESO IV OIC-Regional Executive Director					

Appendix B
CERTIFICATE OF TRAVEL COMPLETED

DENR
Agency

DENR-PENRO, Odiongan
Station

I certify that I have completed the travel authorized in Itinerary of **Travel Order No. 1219**
dated _____ under indicated below:

- ☐ / Strict in accordance with the approved Itinerary.
- ☐ / Cut short as explained. Excess payment in the amount of P _____ was refund
on O.R. No. _____ dated _____
- ☐ / Extended as explained below. Additional Itinerary was submitted.
- ☒ / Other deviation as explained.

Explanation or justification:

The undersigned depart earlier due to some personal matters to be attended to.

Evidence of travel attached hereto: Certificate of appearance and tickets are hereto attached.

Respectfully yours,


CESAR P. ODI
OIC-PENRO Officer

On evidence and information of which I have knowledge, the Travel was actually undertaken.

Approved by:

FELIX S. MIRASOL, JR. CESO IV
OIC-Regional Executive Director



Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU

Quezon Avenue, Diliman, Quezon City
Tel. No. 924-60-31 to 35 Fax No. 925-8956


Website: <http://www.bmb.gov.ph> E-mail: cmd@bmb.gov.ph

CERTIFICATE OF APPEARANCE

This is to certify that Ms. / Mr. CESAR P. ODI who is an employee of the DENR PENRO Romblon has personally appeared in this Venue on November 28-29, 2023 for the purpose of attending the Consolidation Whitechop for DENR CALABARZON & MIMAROPA PASA Report on VIP.

This Certification is issued upon the request of Ms. / Mr. _____ in compliance with the standing auditing regulations set forth under Republic Act No. 3347 duly implemented by GAO No. 88-A for the purpose of establishing the evidence and duration of his/her appearance thereat, the truth of which is hereby vouchsafed and guaranteed by the undersigned.

Place of Execution: San Mateo, Rizal
Date of Execution: NOV 29 2023

Issued by : 
ARMINDA P. ANDRES
OIC Assistant Director, in concurrent capacity as
Chief, Coastal and Marine Division



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region

CERTIFICATE OF APPEARANCE

Control No. 2023-11- 991

This is to certify that Mr./ Mrs./Ms. _____ whose name and designation are shown below appeared at this office as indicated and for the purpose/s as stated below:

Name: CESAR P. ODI

Designation: OIC, PENR OFFICER

Office: PENRO ROMBLON


Inclusive Dates: NOVEMBER 30, 2023

Purpose: 1. TO FOLLOW UP DOCUMENTS.

This Certification is being issued at the request of Mr./Ms. _____ in compliance with the standing auditing regulations provided for under RA 3847 duly implemented by COA Circular No. 127 for purpose of establishing the evidence and duration of his/her appearance hereat, the truth of which is hereby vouched and guaranteed by the undersigned.

Date of issuance: 30 November 2023

Place of Issuance: DENR MIMAROPA Region


MA. CRISTINA C. RENDORIO
Chief, Personnel Section, Administrative Division
MIMAROPA REGION

1515 DENR by the Bay Bldg., Roxas Boulevard, Barangay 668, Ermita, Manila
Telephone Nos.: Administrative Division, 5th Floor (02) 700-23114
Website: <http://mimaropa.denr.gov.ph/>
Email: mimaroparegion@denr.gov.ph



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Provincial Environment and Natural Resources Office
Odiongan, Romblon

TRAVEL ORDER

№ 1219/ry

Name: CESAR P. ODI Salary: _____
Position: OIC, PENR Officer Div/Sec/Unit: PENR Office
Departure Date: November 27, 2023 Official Station: PENRO Romblon
Destination: Metro Manila Arrival Date: December 1, 2023

Purpose of Travel: 1. To attend the Consolidation Writeshop for the DENR CALABARZON and MIMAROPA Protected Area Suitability Assessment (PASA) Report on the Verde Island Passage (VIP)

Per Diems/Expense Allowed: _____
Assistants or Laborers Allowed: _____
Appropriations to which travel should be charged: _____

Certifications:

This is to certify that the travel is necessary and is connected with the functions of the official/employee of this Division/Sec/Unit.

Recommending Approval:

Approved:

DONNA MAYOR-GORDOVE, CESO IV
ARD for Management Services

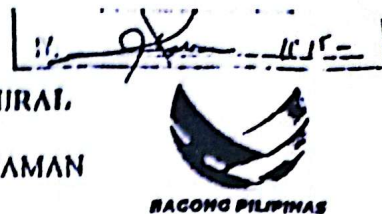
FELIX S. MIRASOL, JR., CESO IV
OIC, Regional Executive Director

AUTHORIZATION

I hereby authorize the Accountant to deduct the corresponding amount of the unliquidated cash advance from my succeeding salary for my failure to liquidate this travel within twenty (20) days upon return to my permanent official station pursuant to Commission on Audit (COA) Circular No. 2012-004 dated November 28, 2012.



DEPARTMENT OF ENVIRONMENT AND NATURAL
RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



NOV 06 2023

SPECIAL ORDER
No. 2023 - 730

**SUBJECT : AUTHORIZING THE CONDUCT AND PARTICIPATION OF
BMB STAFF TO THE CONSOLIDATION WRITESHOP FOR
THE DENR CALABARZON AND MIMAROPA PROTECTED
AREA SUITABILITY ASSESSMENT (PASA) REPORT OF THE
VERDE ISLAND PASSAGE (VIP)**

In the interest of service and to ensure effective and efficient conservation, protection, and management of the Verde Island Passage, the conduct of Consolidation Write shop for the DENR CALABARZON and MIMAROPA Protected Area Suitability Assessment (PASA) Report on the Verde Island Passage (VIP) on November 28-29, 2023 in Metro Manila is hereby authorized. The following regional, field, and BMB staff shall attend said activity:

Name	Position	Office	Region
Noel M. Recillo	OIC PENR Officer	PENRO Batangas	Region 4A
Allan Willard M. Estillore	OIC CENR Officer	CENRO Lipa City	Region 4A
✓ Isagani Q. Amatorio	DMO III/OIC, CRFMS Chief	CENRO Calaca	Region 4A
Ma. Carolane P. Gonzales	In-Charge, CDD	Regional Office CALABARZON	Region 4A
Raymund F. Mercurio	DMO III/OIC, CRFMS Chief	Regional Office CALABARZON	Region 4A
Jefferson Cruz	DMO III/OIC, PAMBCS Chief	Regional Office CALABARZON	Region 4A
Wyleen G. Capito	CDU	PENRO Batangas	Region 4A
✓ Imelda M. Diaz	OIC PENR Officer	PENRO	Region 4B

		Marinduque	
✓ Maria Elena M. Paranaque	CDU	PENRO Marinduque	Region 4B
✓ Ernesto E. Tanada	OIC PENR Officer	PENRO Occidental Mindoro	Region 4B
Emeliza Calabio	CDU	PENRO Occidental Mindoro	Region 4B
✓ Alan L. Valle	OIC PENR Officer	PENRO Oriental Mindoro	Region 4B
✓ Amor D. Asi	CDU	PENRO Oriental Mindoro	Region 4B
Cesar P. Odi	OIC PENR Officer	PENRO Romblon	Region 4B
Shiela Martinez-Forcales	CDU	PENRO Romblon	Region 4B
Maria Melissa L. Endangan	OIC Chief, CDD	Regional Office MIMAROPA	Region 4B
Ma. Cecilia G. Sawit	Section Chief, CRFMS	Regional Office MIMAROPA	Region 4B
✓ Michaela D. Rongavilla	Section Chief, PAMBCS	Regional Office MIMAROPA	Region 4B

Subject Matter Expert / Resource Persons:

1. Marcial C. Amaro, Jr. - Assistant Secretary for International Affairs and concurrent OIC Director, BMB
2. Armida P. Andres - OIC Assistant Director, in concurrent capacity as Chief, CMD

Coastal and Marine Division (CMD)

3. John Erick B. Avelino - Supervising EMS, ICMPS
4. Alita D. Sangalang - Senior EMS/ AO, CALABARZON/Focal Person, VIP
5. Joaquin Rogelio Silvestre - EMS II / Action Officer, MIMAROPA
6. Lea Avilla - EMS II, CMD Planning Officer
7. Dan Louie Bernabe - Administrative Aide VI, CMD
8. Amelia Abecina - GIS Specialist

Biodiversity and Policy Planning and Knowledge Management Division (BPKMD)

9. Septher Ian Salcedo - Remote Sensing Technologist II

National Parks Division (NPD)

10. Daniel B. Garino - Senior EMS

In addition, Secretariat support shall be provided by the following CMD staff:

11. Allan Paul L. Felix

12. Vincent Leongson

13. Ruel Metran

Expenses to be incurred in relation to the training/workshops including venue, transportation of BMB personnel, food and accommodation, and supplies including workshop kits shall be charged against BMB-CMD funds subject to the usual accounting and auditing rules and regulations.

The BMB Director is authorized to change the date and time of the activities, as necessary for reasons such as availability of resource speakers, and conflict of schedule with other priority programs of the DENR, among others.

A report shall be submitted online (bit.ly/LNDportal) to the undersigned through the Human Resource Development Service (HRDS) Training and Development Division, fifteen (15) days after the completion of the activity. Any changes in schedule shall be submitted to the HRDS for records purposes.

This Order shall take effect on the dates herein specified.


AUGUSTO D. DELA PEÑA

**Undersecretary for Organizational Transformation
and Human Resources**