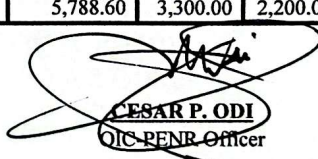


ITINERARY OF TRAVEL

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>October 21-28, 2023</u> Purpose of Travel: <u>To supervise the Handog Titulo event in San Agustin, Romblon on October 11, 2023 and to assist the OIC-RED in his visit at Sibuyan Island on October 12 and 13, 2023</u>					
Date	Places to be visited (Destination)	TIME		Means of Transportation	Transportation	Per Diem			Total Amount
		Departure	Arrival			Meal	Incidental	Lodging	
October									
21	From official station to Tugdan Airport To NAIA Terminal 4	6:00AM 9:00AM	6:45AM 10:15AM	Gov't Vehicle Plane	5,382.60				- 5,382.60
	To Buendia	10:15AM	10:41AM	Taxi (Grab)	253.00				253.00
	To Los Baños, Laguna	10:45AM	11:45AM	Bus	153.00				153.00
22	SUNDAY		No Claim						-
23-27	At the Regional Office					3,300.00	2,200.00	5,500.00	11,000.00
28-29	Weekend (No claim)								-
30	Holiday (BSKE)								-
31	Online Interview of applicants (via ZOOM)								-
November									-
1-2	Holiday		No Claim						-
3	ON LEAVE								-
4	From Residence	3:30AM							-
	To Buendia		4:20AM	Bus	153.00				153.00
	To NAIA Terminal 4	4:30AM	5:00AM	Taxi (Grab)	260.00				260.00
	To Tugdan Airport	6:40AM	7:55AM	Plane	5,382.60				5,382.60
	To PENRO Odiongan, Romblon	8:00AM	8:45AM	Gov't Vehicle					-
					5,788.60	3,300.00	2,200.00	5,500.00	22,584.20
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. 1071** dated **October 5, 2023** 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:

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

Respectfully yours,


CESAR P. ODI
OIC-PENR 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
MIMAROPA Region

CERTIFICATE OF APPEARANCE

Control No. 2023-10- 876

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, PENRO

Office: PENRO ROMBLON

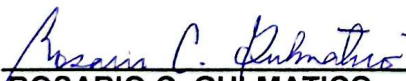
Inclusive Dates: OCTOBER 23-27, 2023

Purpose: 1. TO COORDINATE WITH THE RED AND
ARDTS/ARDMS WITH REGARDS TO THE PLANS AND
PROGRAM OF PENRO ROMBLON.
2. TO FOLLOW-UP/SUBMIT DOCUMENTS OF PENRO
ROMBLON.

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: 27 October 2023

Place of Issuance: DENR MIMAROPA Region



ROSARIO C. GULMATICO
Chief, Administrative Division
MIMAROPA REGION

AirSWIFT Flight Information

From: itinerary@air-swift.com (itinerary@air-swift.com)

To: lagmijares23@yahoo.com

Date: Tuesday, October 17, 2023 at 09:51 AM GMT+8



Booking Code:

AB3H6W

Main Contact

Email: info@air-swift.com

Landline: (02) 5318 5940

Passenger	Email Contact	Seat No.	E-ticket Numbers	Seat No.	E-ticket Numbers
ODI/CESARMR	lagmijares23@yahoo.com		000 2301383484/1		000 2301383484/2

Flight Itinerary

From	To	Flight	Date	Departure	Arrival
ROMBLON [TABLAS]	MANILA	T60711	21 Oct 23	09:00	10:15
Departure: Tablas Tugdan Airport (Romblon Airport) Arrival: NAIA Terminal 4					
MANILA	ROMBLON [TABLAS]	T60710	04 Nov 23	06:40	07:55
Departure: NAIA Terminal 4 Arrival: Tablas Tugdan Airport (Romblon Airport)					

Fare Rules

Flight	Fare Rules
TBH MNL T60711/21 Oct 23	Free Rebooking up to 3x! Upon consumption of free rebooking, regular fees apply. Free 20kgs Check-in Baggage Allowance is included. PREMIUM FARE. Rebooking is Allowed at least 24 hours before departure subject to fees and fare difference. Reroute and Name Change (Ticket transfer) is not allowed. Guest has an option to purchase Prepaid Baggage using "Manage Booking" function or through AirSWIFT reservation. Refundable subject to fees and penalties. Refund is Allowed at least 24 hours before departure subject to a fee.
MNL TBH T60710/04 Nov 23	Refund is Allowed at least 24 hours before departure subject to a fee. Free Rebooking up to 3x! Upon consumption of free rebooking, regular fees apply. Free 20kgs Check-in Baggage Allowance is included. PREMIUM FARE. Rebooking is Allowed at least 24 hours before departure subject to fees and fare difference. Reroute and Name Change (Ticket transfer) is not allowed. Guest has an option to purchase Prepaid Baggage using "Manage Booking" function or through AirSWIFT reservation. Refundable subject to fees and penalties.

Additional Items

Item Description	Quantity
Booking Fee	2

Charges

Item Description	Currency	Price
Fare	PHP	8260.00
Additional Items	PHP	535.72
AS Airport Security Fee	PHP	30.00
PV Philippine VAT	PHP	1055.48
TF Terminal Fee	PHP	300.00
YQ Fuel Surcharge	PHP	584.00
Total	PHP	10765.20

1. **NON-TRANSFERABILITY OF TICKET:** A ticket is NON-TRANSFERABLE. It can only be used by the person whose name is indicated herein.
2. **BOOKING CHANGES:** Rebooking must be done not less than 24 hours prior to the flight. Failure to advise within timeline, ticket will be forfeited. Rebooking are subject for fees and fare difference.
3. **CHECK-IN TIME:** Counter opens two (2) hours prior to departure time. Counter closes forty five (45) minutes prior to departure time. Your confirmed seat reservation will be cancelled and will be given to wait listed passengers if you fail to check-in forty five (45) minutes prior to departure time.
4. **PREPAID BAGGAGE:** Passenger may purchase prepaid baggage up to 4 hours before the flight. Bags for check-in must not exceed 30 kilos per passenger.
5. **HAND CARRIED BAGGAGE:** Each passenger may hand carry baggage as long as it does not exceed 7 kilograms with standard size of kilograms with standard size of 18 inches (L) x 13.5 inches (W) x 9 inches (D) at maximum.
6. **VALID PHOTO ID:** A valid ID must be presented at the check-in counter for security purposes. OSCA ID and PWD ID must be presented upon check-in for senior citizens and person with disability.
7. **BAGGAGE LIABILITY:** Guests are strongly advised not to bring valuable and fragile items as checked baggage. If guests check them in, the airline shall not be responsible for the damage to those items and that guests agree that the airline will carry them at guests own risk.
8. **FORCE MAJEURE:** In case of fortuitous events or any conditions beyond the Carrier's control, no compensation shall be given if the flight for which the passenger holds a confirmed reservation is unable to accommodate him/her because (a) of government requisition of space, (b) the aircraft is substituted for another aircraft of lesser capacity due to operational and/or safety reasons depending on weather conditions and other causes beyond the Carrier's control.
9. **RIGHT TO REFUSE CARRIAGE:** The Carrier reserves the right to refuse any passenger to board the aircraft for valid reasons as reasonably determined by The Management.
10. **REFUND PROCEDURES:** A passenger can request for a refund provided that unused ticket are returned to the Carrier within one (1) year after the issuance of the Ticket. Corresponding cancellation and other processing fees shall be deducted from the total refund amount. Cancellation request must be advised before 24 hours of the scheduled departure time. Check your fare rules if ticket is refundable or not.

11. AirSWIFT is strictly a point-to-point carrier and shall not be responsible for any connecting flight arrangement which guest may choose to make. Guests are advised to plan any connecting flights accordingly.
12. **Policy on Carriage of Liquor (IATA DGR 2.3.5.7):** Liquor or alcoholic beverage of 24%-70% alcohol by volume (ABV) shall only be allowed in check-in baggage when it is in original and sealed retail packaging while above 70% ABV are forbidden for air transport. Maximum of 5 liters per passenger.
13. **Data Privacy:** By providing AirSWIFT with your personal information in the use of any of our products and services as described in this Privacy Policy, you have explicitly authorized and consented to our collection, use, access, transfer, storage and processing of said personal data.

READ FULL TERMS AND CONDITIONS

 @airswift.airlinesPH

 www.air-swiff.com

AC 2019 AirSWIFT | [Company Information](#) | [Contact Us](#)

PASSENGER

ODI/CESARMR

FLIGHT

T60711

SEAT

12B

GATE

1

BOARDING TIME

08:30

FROM

TBH

TO

> MNL

DATE:

21OCT

SEQ NO:

24

BOARDING GATE CLOSING 15 MIN
BEFORE DEPARTURE TIME
PASSENGERS MAY NOT BE ACCEPTED
FOR TRAVEL AFTER GATE CLOSING

17OCT2023M4130RT

PASSENGER

ODI/CESARMR

FLIGHT

T60710

SEAT

12D

GATE

TBA

BOARDING TIME

06:10

FROM

MNL

TO

> TBH

DATE:

04NOV

SEQ NO:

23

BOARDING GATE CLOSING 15 MIN
BEFORE DEPARTURE TIME
PASSENGERS MAY NOT BE ACCEPTED
FOR TRAVEL AFTER GATE CLOSING

17OCT2023M4130RT



Mariel Layson-Tayco <laysonmariel16@gmail.com>

Fwd: Your Grab E-Receipt

1 message

Cesar Odi <sarcpodi@gmail.com>

Sun, Nov 19, 2023 at 7:49 PM

To: "laysonmariel16@gmail.com" <laysonmariel16@gmail.com>

----- Forwarded message -----

From: **Grab** <no-reply@grab.com>

Date: Sat, Nov 4, 2023, 04:54

Subject: Your Grab E-Receipt

To: <sarcpodi@gmail.com>

GrabCar 4-Seater

Hope you enjoyed your ride!

Picked up on 4 November 2023
Booking ID: A-5KJHCxJG2G8J



Total Paid

P 260.00

Thanks for riding with **Ariel Sanchez Caparoso**.

5.0 ★

Compliments for driver

Excellent Service

Breakdown

Base fare	45.00
Distance	100.35
Time	30.00
Surge charges	77.65
Ride Cover opt-in	7.00
To remove Ride Cover for future rides, opt out here .	
Total Paid	260.00

Passenger
Cesar P. Odi

Paid by



Maribel Layson-Tayco <laysonmaribel16@gmail.com>

Fwd: Your Grab E-Receipt

1 message

Cesar Odi <sarcpodi@gmail.com>
To: laysonmaribel16@gmail.com

Sun, Nov 19, 2023 at 7:51 PM

Hello Maribel,
Paki-print na lang, Thanks!

CPO;)

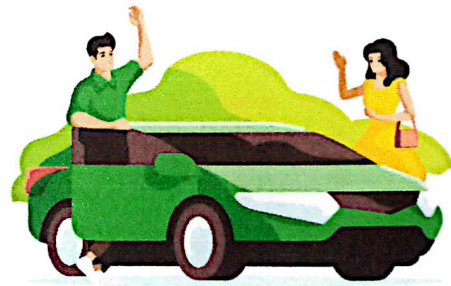
----- Forwarded message -----

From: **Grab** <no-reply@grab.com>
Date: Sat, Oct 21, 2023, 10:41
Subject: Your Grab E-Receipt
To: <sarcpodi@gmail.com>

GrabCar 4-Seater

Hope you enjoyed
your ride!

Picked up on 21 October 2023
Booking ID: A-5IQSKT5WWIU3



Total Paid

P 253.00

Thanks for riding with **George Urbano Beleta**.

5.0 ★
Compliments for driver
Excellent Service

Breakdown

Base fare	45.00
Distance	79.50

LLI BUS COMPANY INC.
Purok Maganda Diversion Road,
Brgy. Gulang-Gulang, Lucena City, Quezon

BUS NO	DATE	TIME
8000	JAN	A.M. P.M.
	FEB 2	
0 0 0 0	MAR 3	HOUR
1 1 1 1	APR 4	1 4 7 10
2 2 2 2	MAY 5	2 5 8 11
3 3 3 3	JUN 6	3 6 9 12
4 4 4 4	JUL 7	MIN
5 5 5 5	AUG 8	05 10 15
6 6 6 6	SEP 9	20 30 40
7 7 7 7	OCT 10	45 50 55
8 8 8 8	NOV 20	Y20 24 27
9 9 9 9	DEC 30	25 26 27
EXP	ORD	HF FR TFR 20%

0546627 11

KILOMETER POST NO.		PESOS
FROM	TO	
1 9 0 0	9 0	200
1 8 1 1	8 1	60
2 7 2 2	7 2	10
3 6 3 3	3 3	20
4 5 4 4	4 5	30
5 4 5 5	5 4	40
6 3 6 6	6 3	80
7 2 7 7	7 2	90
8 1 8 8	8 1	400
9 0 9 9	9 0	500

LIABILITY FOR LOSS OR DAMAGES OF PAID FREIGHT LIMITED
TO P50.00. Good on this date & for continuous trip only.
THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES.
THIS SERVE AS VALID RECEIPT

Oct 21 - 153

Buendia to LA

LLI BUS COMPANY INC.
Purok Maganda Diversion Road,
Brgy. Gulang-Gulang, Lucena City, Quezon

BUS NO	DATE	TIME
8000	JAN 1	A.M. P.M.
	FEB 2	
0 0 0 0	MAR 3	HOUR
1 1 1 1	APR 4	1 4 7 10
2 2 2 2	MAY 5	2 5 8 11
3 3 3 3	JUN 6	3 6 9 12
4 4 4 4	JUL 7	MIN
5 5 5 5	AUG 8	05 10 15
6 6 6 6	SEP 9	20 30 40
7 7 7 7	OCT 10	45 50 55
8 8 8 8	NOV 20	Y20 24 27
9 9 9 9	DEC 30	25 26 27
AC	EXP	ORD HF FR TFR 20%

0030733 11

KILOMETER POST NO.		PESOS
FROM	TO	
1 9 0 0	9 0	200
1 8 1 1	8 1	60
2 7 2 2	7 2	10
3 6 3 3	3 3	20
4 5 4 4	4 5	30
5 4 5 5	5 4	40
6 3 6 6	6 3	80
7 2 7 7	7 2	90
8 1 8 8	8 1	400
9 0 9 9	9 0	500

LIABILITY FOR LOSS OR DAMAGES OF PAID FREIGHT LIMITED
TO P50.00. Good on this date & for continuous trip only.
THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES.
THIS SERVE AS VALID RECEIPT

Nov 9 - 153

LA to Buendia



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

TRAVEL ORDER

No. 1071 *ky*

October 5, 2023
116

Name	: CESAR P. ODI	Salary	:	
Position	: OIC PENR Officer	Div/Sec/Unit	:	
Departure Date	: October 21, 2023	Official Station	:	DENR-PENRO Romblon
	DENR MIMAROPA Regional Office,			October 28, 2023
Destination	: Manila	Arrival Date	:	
Purpose of Travel	1. To coordinate with the RED and ARDTS/ARDMS with regards to the plans and programs of the office			
	2. To follow-up/submit documents of PENRO Romblon			
Per Diems/Expenses Allowed	:		:	
Assistants or Laborers Allowed	:		:	
Appropriations to which travel should be charged	:		:	
Remarks or special instructions	:		:	

Certifications:

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

Recommended by:

[Signature]
DONNA MAYOR-GORDOVE, CESO IV
Assistant Regional Director
For Management Services

Approved:

[Signature]
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 the succeeding salary for my failure to liquidate this travel within the prescribed thirty-day period upon return to my permanent official station pursuant to Item 5.3.1 COA Circular 97-002 dated February 10, 1997 and Sec. 16 EO No. 248 dated May 29, 1995.

[Signature]
CESAR P. ODI
OIC PENR Officer