ITINERARY OF TRAVEL

tity Name : ____________________

Fund Cluster: ____________________

No.: ______________

Name : **CESAR P. ODI**
Position: **OIC, PENR Officer**
Official Station : Odiongan, Romblon

Date of Travel : November 7-13, 2023
Purpose of Travel: To attend in the 2023 SFFI Annual National Conference on November 8-12, 2023 at the Subic Bay Exhibition and Convention Center, Subic Bay Freeport Zone, Olongapo City, Zambales.

Date	Places to be visited (Destination)	TIME		Means of Transportation	Transportation	Per Diem			Total Amount
		Departure	Arrival			Meal	Incidental	Lodging	
November									
7	From official station to Poctoy Port	4:00PM	4:20PM	Gov't Vehicle					-
	Terminal Fee			Ship	15.00				15.00
	To Batangas Port	5:00PM	2:30AM		1,591.00				1,591.00
8	To Residence, Los Baños, Laguna	2:50AM	4:00AM						-
	To Subic, Olongapo City, Zambales	10:30AM	3:00PM	Private vehicle	379.00	450.00	300.00	750.00	1,879.00
	To Subic Bay Exhibition and Convention Center	4:30PM	5:00PM						- -
9-11	Still at the Convention Center					900.00	900.00	2250.00	4,050.00
12	From Olongapo City, Zambales	8:30AM		Private vehicle					-
	To Batangas Port		1:00PM						-
	Terminal Fee			Ship	30.00				
	To Odiongan Port	5:00PM	2:30AM		1,591.00	660.00	440.00		2,691.00
13	To Residence	2:40AM	3:00AM	Gov't Vehicle					-
									-
	Registration Fee								6,000.00
					3,606.00	1,350.00	1,640.00	3,000.00	**16,226.00**

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. 1044 dated November 19, 2023** under indicated below:

/_x_/ 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

SOCIETY OF FILIPINO FORESTERS, INC.

DENR R-12 Bldg., Aurora St., Zone IV (Pob.), 9506 City of Koronadal (Capital), South Cotabato, Philippines
NON VAT Reg. TIN 005-928-915-00000

I am CARBON NEUTRAL

OFFICIAL RECEIPT

24992

Date 11/08/23

RECEIVED from Cesar Odi

with the TIN ________ and address at Romblon R4B

engaged in the business style of ________

the sum of PESOS six thousand

(P 6,000.00) as full/partial payment for: ________

ITEM	AMOUNT
Membership Fee	
Annual Dues	
Convention Fee	6,000.00
Donation	
PRC Renewal Fee	
Others:	
Total Sales	
Less: SC/PWD Discount	
Total Due	
Less:Withholding Tax	
Payment Due	6,000.00

( ) Cash ________

( ) Check ________

Committed Professional for the Advancement of Forestry Technology Practice and Bio-Diversity

Authorized Representative

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAXES"

PRINTER'S NAME:	TIN:	ADDRESS:	PRINTER'S ACCREDITATION NO.	DATE ISSUED: 12/12/2018
MARBEL GEPCARS PRINTING PRESS	924-800-634-00000	JFAS Bldg., Roxas St., Brgy. Zone III, Koronadal City Tel No.: (083) 228-6586 / 878-2752	111MP20180000000005	EXPIRY DATE: 12/12/2023

PTU NO. <FOR LOOSELEAF>	BOX/BKLT. NO.	SETS:	COPIES PER SET:	SERIAL NO.	BIR ATP NO. / OCN	DATE ISSUED:
	200	50	2	20001-30000	111AU20230000002783	07-28-2023

MSLI

MONTENEGRO SHIPPING LINES, INC.
Montenegro Corporate Center
Along Diversion Road, Bolbok, Batangas City
Batangas City Tel # 740-3206 * 740-3188
Satellite Office Batangas (043)723-6980 * OMSO (043) 289-2832
Lucena (042)373-7084 Masbate (056)333-5535
Malay, Aklan (036)2887373 Bacolod (034)708-1322
Dumaguete City (035)422-3632 * Surigao City (086)231-6245
Allen, Northern Samar 0917-5971139 * Cebu City (032)238-5820
VAT REG TIN : 000-935-433-035

DE LUXE ACCOMMODATION

TERMS & CONDITIONS:
- Keep ticket for inspection - Non-transferable
- Valid only on date purchased - Refund is subject to 10% surcharge

ARB Printing and Enterprises, Batangas City
Tel. # 723-5412 TIN: 301-460-628-000
Printer's Accreditation No.058MP20180000000031
Date Issued: March 07, 2018
300 Bklts., (100 X 1) 0001 - 30,000
BIR Permit OCNBAU0000342893
Date Issued: 05-08-2019
Valid Until: 05-07-2024

"THIS SERVES AS AN OFFICIAL RECEIPT"
"THIS RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP"

MONTENEGRO lines

VESSEL
NOV 07 2023
DATE
TIME
BED NO.

ODIONGAN - BATANGAS

65-A
NAME OF PASSENGER
ADDRESS
TIN #: BUSINESS STYLE:
FARE:
VAT: 1591
AMOUNT DUE:

№ 0018817

REGULAR FARE

ODIONGAN INTEGRATED ARRASTRE &
STEVEDORING CONTRACT SERVICES, CORP. (OIASCSC)
Port Area, Batiano, Odiongan, Romblon
VAT Reg. TIN: 000-268-441-000

PASSENGER TERMINAL TICKET

Terminal Fee	₱ 13.39
VAT 12%	1.61
TOTAL AMOUNT DUE	₱ 15.00

NOV 07 2023

(Passenger's Copy)

№ 796131 A
Date: ________, 20____

5000 Bklts. (100x1) 700001A – 1200000A
BIR Authority to Print №OCN035AU20230000000132 • Date Issued: 01/27/2023
Leaño's Printing Press • NV TIN: 113-802-053-000 • Odiongan, Romblon
Printer's Accreditation №035MP20180000000001 • Date Issued: 11/15/2018

Address
TIN

THIS SERVES AS YOUR
OFFICIAL RECEIPT

NLEX Corporation
VAT Registered TIN 004-984-946-00000
KM.12 NLEX Compound, Balintawak,
Caloocan City 1400

MIN	16033410091850587
Machine Serial #	KMA225509C
SN	0202041182989
Date	11/08/2023
Time	22:48:37
Collector	03590
Lane	X04
Class	1
Plaza	TIPO
Entry	NO TICKET
Toll	Php 524.11
VAT	Php 62.89
Total	Php 587.00
Received	Php 1000.00
Change	Php 413.00
Payment	Cash

SUPPLIER

Name	NLEX Corporation
Address	NLEX Comp. Balintawak Caloocan
TIN	004-984-946-00000
Accreditation#	125004984946202010135 7
Date Issued	10/30/2020
Final Permit to Use	FP032016-1250076036

CUSTOMER

Name

MONTENEGRO SHIPPING LINES, INC.
Montenegro Corporate Center
Along Diversion Road, Bolbok, Batangas City
Batangas City Tel # 740-3206 * 740-3188
Satellite Office: Batangas (043)723-6980 * OMSO (043) 289-2832
Lucena (042)373-7084 Masbate (056)333-5535
Malay, Aklan (036)2887373 Bacolod (034)708-1322
Dumaguete City (035)422-3632 * Surigao City (086)231-6245
Allen, Northern Samar 0917-5971139 * Cebu City (032)238-5820
VAT REG TIN : 000-935-433-028

DE LUXE ACCOMMODATION

TERMS & CONDITIONS:
- Keep ticket for inspection
- Valid only on date purchased
- Non-transferable
- Refund is subject to 10% surcharge

ARS Printing and Enterprises, Batangas City Tel # 723-6412 TIN: 301-460-628-000 Printer's Accreditation No.058MP20180000000031 Date Issued: March 07, 2018
300 Bklts., (100 X 1) 0001 - 30,000 BIR Permit OCN8AU0000342876 Date Issued: 05-08-2019 Valid Until: 05-07-2024

"THIS SERVES AS AN OFFICIAL RECEIPT"
"THIS RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP"

MONTENEGRO lines

VESSEL
DATE NOV 12 2022
TIME
BED NO. 82A

BATANGAS - ODIONGAN

NAME OF PASSENGER

ADDRESS

TIN #: ____ BUSINESS STYLE: ____

FARE: ____

VAT: ____

AMOUNT DUE: 1591

№ 020018

REGULAR FARE

ATI-BATANGAS INC.
Port of Batangas, Sta. Clara, Batangas City 4200 Philippines
VAT Registered TIN 000-290-579-0000
MIN SN
Passenger Terminal Fee
--- OFFICIAL RECEIPT ---
*** Customer's Copy ***

Date 12-Nov-2022 2:20:58PM
POS No. 20 elmer.delacruz
Customer
Address
TIN
Business Style

REGULAR

OR No
00000019980562
Trans No
20,119,664

Amount Due P30.00

VATable Sales	P26.79
VAT Amount	P3.21
VAT Exempt Sales	P0.00
Zero-Rated Sales	P0.00

ATI-BATANGAS INC.
Port of Batangas, Sta. Clara, Batangas City 4200 Philippines
VAT Registered TIN 000-290-579-0000
Accreditation No. 058002905792016120645
Date Issued 01/05/17
Permit To Use SPM0303201799626
Date Issued 03/02/17

Society of Filipino Foresters, Inc.
3/F FMB Building, Visayas Avenue, Diliman, Quezon City
www.sffi.org

CERTIFICATE OF APPEARANCE

To whom it may concern:

This is to certify that:

Name: CESAR P. ODI
Designation: OIC PENRO
Office: PENRO ROMBLON

has personally attended and participated in the **2023 SFFI National Conference** with the theme: **"SFFI@75: *Advocating Wood and Non-timber Forest Products Sufficiency for Climate Resiliency*"** held at the Subic Bay Exhibition and Convention Center in Olongapo City, Zambales on November 8 - 12, 2023.

This certification is being issued this November 12, 2023 upon the request of FOR. ODI for whatever legal purpose it may serve.

Sincerely,

Laudemir S. Salac, RPF
Region 3 Council President, SFFI

OBLIGATION REQUEST AND STATUS

Serial No. : 2023-11-1708
Date : 11-03-23
Fund Cluster : 101

PENRO ROMBLON
Odiongan, Romblon

Payee	**CESAR P. ODI**
Office	DENR-ODIONGAN, ROMBLON
Address	ODIONGAN, ROMBLON

Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount
	Pre-payment for travelling expenses for the period of November 7-13, 2023	a.01.a	5020101001	16,767
	Total			~~20,367.00~~

DENR-PEN... RECEIVED
DATE: 3 NOV
1:20
BY:

A. **Certified:** Charges to appropriation/alloment are necessary, lawful and under my direct supervision;and supporting documents valid, proper and legal

Signature :

Printed Name: **CESAR P. ODI**
Position : OIC, PENR Officer

Date :

B. **Certified:** Allotment available and obligated for the purpose/adjustment necessary as indicated above

Signature

Printed Name **JENNIFER C. ANASTACIO**
Position AO IV (Budget Officer II)
Head, Budget Division/Unit/Authorized Representative

Date :

C. **STATUS OF OBLIGATION**

Reference			**Amount**				
Date	Particulars	ORS/JEV/Check/ ADA/TRA No.	Obligation	Payable	Payment	Balance: Not Yet Due	Balance: Due and Demandable
			(a)	(b)	(c)	(a-b)	(b-c)

PENRO ROMBLON **Odiongan, Romblon** **DISBURSEMENT VOUCHER**	**Fund Cluster :** **Date :** **DV No. :**

Mode of Payment	☐ MDS Check ☐ Commercial Check ☐ ADA ☐ Others (Please specify)		
Payee	**CESAR P. ODI**	TIN/Employee No.:	ORS/BURS No.:
Address	**Odiongan, Romblon**		

DENR - PENRO 03 NOV 2023 1:28 RECEIVED BY: [illegible]

Particulars	Responsibility Center	MFO/PAP	Amount
Pre-payment of travelling expenses for the period of November 7-13, 2023 in the total amount of			16,767 ~~20,367.00~~
Amount Due			**20,367.00**

A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.

CESAR P. ODI
OIC, PENR Officer

B. Accounting Entry:

Account Title	UACS Code	Debit	Credit
	19901040 10104040	16,767	16,767

C. **Certified:**		**D.** **Approved for Payment**	
☐ Cash available ☐ Subject to Authority to Debit Account (when applicable) ☐ Supporting documents complete and amount claimed proper			
Signature		Signature	
Printed Name	**FLORENCE GRACE F. DOMINGO**	Printed Name	**CESAR P. ODI**
Position	**Accountant III** Head, Accounting Unit/Authorized Representative	Position	**OIC PENR OFFICER** Agency Head/Authorized Representative
Date	03 NOV 2023 2023-11-1859	Date	

E. **Receipt of Payment**				JEV No.
Check/ ADA No. :		Date :	Bank Name & Account Number:	
Signature :	**CESAR P. ODI**	Date :	Printed Name:	Date
Official Receipt No. & Date/Other Documents				

LIQUIDATION REPORT Period Covered ________________	Serial No.: ________________ Date: ________________
Entity Name : ________________ **Fund Cluster :** ________________	Responsibility Center Code: ________________
PARTICULARS	**AMOUNT**
Liquidation of Cash Advance and Registration incurred for the travel period November 7-13, 2023 with approved Travel Order No. 1044 dated October 19, 2023 in the total amount of...............	15,847.00
TOTAL AMOUNT SPENT	→ 16,226.00
AMOUNT OF CASH ADVANCE PER DV NO.______DTD. ______	→ 16,767.00
AMOUNT REFUNDED PER OR NO. ________DTD. ___________	→ 541.00
AMOUNT TO BE REIMBURSED	→

A Certified: Correctness of the above data **CESAR P. ODI** OIC-PENR Officer Claimant Date: ________________	B Certified: Purpose of travel / cash advance duly accomplished **CESAR P. ODI** OIC-PENR Officer Date: ________________	C Certified: Supporting documents complete and proper **FLORENCE GRACE F. DOMINGO** Accountant III Head, Accounting Division Unit JEV No.: ________________ Date: ________________

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

TRAVEL ORDER

No. ____

October 19, 2023

Name	CESAR P. ODI	Salary	
Position	OIC PENR Officer	Div/Sec/Unit	
Departure Date	November 7, 2023	Official Station	DENR-PENRO Romblon
Destination	Subic Bay Freeport Zone, Olongapo City, Zambales	Arrival Date	November 13, 2023

Purpose of Travel: To attend in the 2023 Society of Filipino Foresters, Inc. (SFFI) Annual National Conference on November 8-12, 2023 at the Subic Bay Exhibition and Convention Center, Subic Bay Freeport Zone, Olongapo City, Zambales.

Per Diems/Expenses Allowed ____
Assisstants 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:

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

Approved:

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.

CESAR P. ODI
OIC PENR Officer