ITINERARY OF TRAVEL

Date	Place to be Visited (Destination)	Time		Means of Transportation	Fare	Per Diems	Total
		Departure	Arrival				
Nov. 07, 2023	From Official Station to Olongapo City			**RP vehicle** - terminal fee (129+22) - Roro fare (2,028)	2,179.00	1,500.00	3,679.00
Nov. 08, 2023	To Subic Bay Exhibition & Convention Center	2023 SFFI Registration/Forestry Exhibit Opening				1,500.00	1,500.00
Nov. 09-11	To Subic Bay Exhibition & Convention Center	2023 SFFI Conference Proper				1,350.00	4,050.00
Nov. 12, 2023	To Official Station			**RP vehicle** - terminal fee (129+30) - Roro fare (2,028) - fuel (1,000)	3,187.00	1,100.00	4,287.00
				TOTAL			**13,516.00**

I certify:
1. I have reviewed the foregoing itinerary
2. the travel is necessary to the service
3. the period is reasonable
4. the expenses claimed are proper

Prepared by: (Official/Employee)

IMELDA M. DIAZ
OIC, PENR Officer

Approved by:

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

Forms shall be attached to all claims for travelling expenses

Republic of the Philippines
Department of Environment and Natural Resources
PENRO MARINDUQUE

TRAVEL ORDER
(No. __________)

Name: Imelda M. Diaz
Salary:
Position: OIC-PENR Officer
Div/Sec/Unit: Office of the PENRO
Departure Date: November 07, 2023
Date of Arrival: November 12, 2023
Official Station: PENRO-Marinduque
Destination : Olongapo City
Purpose of Travel:

To participate in the 2023 Annual National Conference of Filipino Foresters, Inc. (SFFI) to be held on November 08-12, 2023 at Subic Exhibition Center, Subic Bay Freeport Zone, Olongapo City

Per Diems/Expenses Allowed: Php1,500.00
Assistants or Laborers Allowed: ____________________
Appropriations to which travel should be charged: ____________________
Remarks or special instructions: ____________________
Certification:

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

Recommending Approval:

DONNA MAYOR-GORDOVE
ARD 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 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.

IMELDA M. DIAZ
Official / Employee

CERTIFICATE OF TRAVEL COMPLETED

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

(Date)

PENRO, BOAC, MARINDUQUE
(Station)

I CERTIFY THAT I have completed as travel authorized in Itinerary of Travel No. ____________

[X] Strictly in accordance with approved itinerary
[ ] Cut short as explained below. Excess payment in the amount of Php______ was deducted in payroll.
[ ] Other deviations as explained below:

Evidences of Travel:

[X] Used tickets
[X] Certificate of Appearance
[ ] Others

Respectfully submitted:

IMELDA M. DIAZ
OIC-PENR Officer

On evidence and information of which I have acknowledge, the travel was actually undertaken.

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

CERTIFICATE OF APPEARANCE

This is to certify that Mr./Mrs./Ms. ____________
who is an employee of ____________
with assignment at ____________
has personally appeared in this Office/Place ____________
for the purpose of ____________
from ____________.

This Request is issued upon the request of ____________
in compliance with the standing auditing regulations provided for under RA 3847 duly implemented by GAO No. 88-A for the purpose of establishing the evidence and duration of his appearance thereat the truth of which is hereby vouchsafed and guaranteed by the undersigned.

PLACE OF EXECUTION	DATE	SIGNATURE