


ITINERARY OF TRAVEL

Entity Name : _____

Fund Cluster: _____

No.: _____

Name : CESAR P. ODI Position : OIC, PENR Officer Official Station : Odiongan, Romblon				Date of Travel : September 6-8, 2023 Purpose of Travel: To supervise the conduct of RLTA Cascading at Romblon, Romblon and to pay a courtesy call to the Provincial Governor of Romblon and to the Municipal Mayor of Romblon, Romblon					
Date	Places to be visited (Destination)	T I M E		Means of Transportation	Transportation	Per Diem			Total Amount
		Departure	Arrival			Meal	Incidental	Lodging	
September 6	Official station to San Agustin San Agustin to Romblon Terminal Fee	2:00AM 4:30AM	4:00AM 5:30AM	Gov't Vehicle Ship	68.00 15.00	660.00	440.00	1,100.00	- 2,268.00 15.00
7	Workshop	Workshop Proper					440.00	1,100.00	1,540.00
8	Romblon to San Agustin San Agustin to Official Station	12:00PM 2:30PM	2:00PM 4:30PM	Gov't Vehicle			440.00		440.00 - - - - - - -
					83.00	660.00	1,320.00	2,200.00	4,263.00
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. 790** dated **September 6, 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