

OBLIGATION REQUEST AND STATUS

Department of Environment and Natural Resources

1515 L&S Building Roxas Boulevard Ermita, Manila

No. : _____

Date: _____

Fund: _____

Payee

MICHELLE B. TUYAN

Office

Department of Environment and Natural Resources MIMAROPA

Address

1515 L&S Building Roxas Boulevard Ermita, Manila

Responsibility Center

Particulars

MFO/PAP/KRA

UACS Code/Expenditure

Amount

Reimbursement

Payment for the travelling expenses to the attendance to "Strategic Planning Workshop on the Strengthening of QMS Expansion to all Offices in DENR" held on June 22-25, 2022 at Marican Garden Hotel - Palacio del Sur, Zamboanga City in the amount of...

PhP 10,304.00

CHARGE TO :

DENR QMS (initial of sector)

MIMAROPA CONTINUING FUNDS Total

PhP 10,304.00

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

Signature: _____

Printed Name: _____

Position: _____

Date: _____

ROSARIO C. GULMATICO

Chief, Administrative Division

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

Signature: _____

Printed Name: _____

Position: _____

Date: _____

LORETA G. MANZANO

Head, Budget Unit/Authorized Rep.

C.

STATUS OF OBLIGATION

Reference

Amount

Date	Particulars	ORS/JEV/RCI/ RADAI No.	Obligation	Payable	Payment	Balance	
						Not yet due	Due & Demandable

Department of Environment and Natural Resources

Fund Cluster: _____

DISBURSEMENT VOUCHER

Date: _____

DV No: _____

Mode of Payment



MDS Check



Commercial Check



ADA



Others(Please specify) _____

Payee

MICHELLE B. TUYAN

Address

1515 L&S Building Roxas Boulevard Ermita, Manila

PARTICULARS

Responsibility Center

MFO/PAP

Amount

Payment for the travelling expenses to the attendance to "Strategic Planning Workshop on the Strengthening of QMS Expansion to all Offices in DENR" held on June 22-25, 2022 at Marican Garden Hotel - Palacio del Sur, Zamboanga City in the amount of...

PhP 10,304.00

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

ROSARIO C. GULMATICO

Chief, Administrative Division

B. Accounting Entry:

Account Title

UACS Code

Debit

Credit

C. Certified:

Cash Available

Subject to authority to debit Account (when applicable)

Supporting documents complete and amount claimed proper

D. Approved for Payment

SIGNATURE

Printed Name

SIGNATURE

Printed Name

Position

Date

NAZAR NORMAN S. CORTUNA

Chief, Accounting Section

Head, Accounting Unit/Authorized Representative

Position

Date

Agency Head/Authorized Representative

E. Receipt of Payment

Check/

ADA No. : _____

Signature: _____

Date: _____

Date: _____

Bank Name & Account Number:

LANDBANK Acct# 3407-1076-15

Printed Name: _____

JEV NO.

Date: _____

Official Receipt No. & Date/Other Documents

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
OFFICE OF THE REGIONAL DIRECTOR
1515 L & S Bldg., Roxas Blvd.,
Ermita, Manila

ITINERARY OF TRAVEL							
Date	Place to be visited (Destination)	Time		Means of Transportation	Fare	Per Diems	Travelling Allowance
		Departure	Arrival				
22 Jun	from Office to Airport, Terminal 2 to Airport, Zamboanga City to Marcian Garden Hotel - Palacio del Sur (workshop venue)	4:30 AM	5:00 AM 8:40 AM 9:00 AM	official RP vehicle plane official RP vehicle	3,482.00	1,100.00	- 3,482.00 1,100.00
23 Jun	at Palacio del Sur (workshop venue)					440.00	440.00
24 Jun	at Palacio del Sur (workshop venue)					440.00	440.00
25 Jun	from Marcian Garden Hotel to Airport, Zamboanga City to Airport, Terminal 2 to SM MOA (van terminal) to Micara Estates, Tanza, Cavite to residence	1:00 PM	1:20 PM 5:30 PM	official RP vehicle plane Euro bus/mini bus UV Express/van ebike	3,482.00 60.00 150.00 50.00	1,100.00	- 3,482.00 60.00 150.00 1,150.00 -
Total					7,224.00	3,080.00	10,304.00

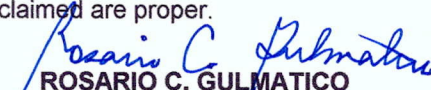
I certify that

(1) I have reviewed the foregoing itinerary;

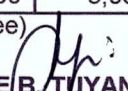
(2) the travel is necessary to the service;

(3) the period covered is reasonable and


(4) the expenses claimed are proper.


ROSARIO C. GULMATIKO
Chief, Administrative Division

Prepared by: (Official/Employee)


MICHELLE B. TUYAN
AO I, RECORDS

Approved by:


LORNELYN E. CLAUDIO, CESO IV
REGIONAL EXECUTIVE DIRECTOR

This form shall be attached to all claims for travelling expenses



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Regional Office

CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS

Pursuant to COA Circular No. 2017-001 dated June 19, 2017

Name of Employee	MICHELLE B. TUYAN	Employee No.	R4M-ADOFI-435
Office	DENR-MIMAROPA Region		
Division	Administrative Division		
Particulars			Amount (P)
June 25, 2022 - Euro Bus/Mini Bus from Airport T2 to SM MOA van terminal			60.00
June 25, 2022 - UV Express van from SM MOA van terminal to Micara Estates, Tanza, Cavite			150.00
June 25, 2022 - E-bike from Micara Estates gate to residence			50.00
---- NOTHING FOLLOWS ----			
TOTAL			260.00
Purpose:			
Transportation Expense re: TRAVEL ORDER NO. 347 dated June 21, 2022			
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above good and services were acquired from parties not issuing receipts. And that I am fully aware that willful falsification of statements is punishable by law.			
	Certified correct:		Noted by:
Signature			
Printed Name	MICHELLE B. TUYAN		ROSARIO C. GULMATICO
	Employee		Immediate Supervisor
	Date	June 29, 2022	Date June 29, 2022

LMS Form

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA Region
1515 L&S Bldg. Roxas Blvd. Ermita, Manila

TRAVEL ORDER

(No. 347 *py*)

JUN 21 2022

NAME: MICHELLE B. TUYAN Salary: _____
Position: Administrative Officer I Div/Sec/Unit: Administrative Division
Departure Date: 22-Jun-2022 Official Station: DENR MIMAROPA Region
Destination: Zamboanga City Arrival Date: 25-Jun-2022

Purpose of Travel: **To attend the "Strategic Planning Workshop on the Strengthening of QMS Expansion to all Offices of the DENR" to be held on June 22-25, 2022 in Zamboanga City per SO No. 433 dated June 10, 2022 - CORE TEAM REPRESENTATIVE**

Per Diems/Expenses Allowed: 2,200

Assistants or Laborers Allowed: _____

Appropriations to which travel should be charged: DENR QMS


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 Division/ Section/ Unit.

Recommending Approval:

Approved by:



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



LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director

AUTHORIZATION

I hereby authorize the Accountant to deduct the corresponding amount of the unliquidated cash advance from my succeeding salary, failure on my part to liquidate this travel within the prescribed thirty-day period upon my return to my permanent official station pursuant to Item No. 5.1.3 COA Circular 97 - 002 dated February 10, 1997 and Section 16, E.O. No. 248 dated May 29, 1995.



MICHELLE B. TUYAN
Official/Employee

CERTIFICATE OF TRAVEL COMPLETED

LORMELYN E. CLAUDIO, CESO IV

(Agency Head)

Regional Executive Director

(Designation)

I CERTIFY THAT I have completed as travel authorized in itinerary of travel 347 dated June 21, 2022
under conditions indicated below:

- ☒ Strictly in accordance with the approved itinerary.
- ☐ Cut short as explain below. Excess payment in the amount of PhP _____ was refunded under No.
- ☐ Other deviation as explain below

Explanation of justification _____

Evidence of travel

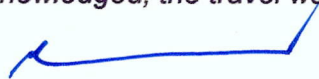
- ☒ Used tickets
- ☒ Certificate of Appearance
- ☐ Others

Respectfully submitted,


MICHELLE B. TUYAN

AOI

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


LORMELYN E. CLAUDIO, CESO IV
REGIONAL EXECUTIVE DIRECTOR



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Region IX, Zamboanga Peninsula

Community Environment and Natural Resources Office

CENRO, ZAMBOANGA CITY

Gen. Vicente Alvarez St., Zone IV, Zamboanga City

Telephone #: 957-4992 E-mail add.: cenrozamboangacity@gmail.com

CERTIFICATE OF APPEARANCE

Log Book Control No. 2022 - 752

TO WHOM IT MAY CONCERN:


This certification that the Office/Employee has appeared in this Office indicated and for the purpose stated hereunder:

NAME	:	<u>MICHELLE B. TUYAN</u>
POSITION/DESIGNATION	:	<u>AOI</u>
OFFICE	:	<u>DENR MIMAROPA REGION</u>
INCLUSIVE DATES	:	<u>JUNE 22 - 25, 2022</u>
PURPOSE	:	<u>ATTENDANCE TO GMS STRATEGIC PLANNING WORKSHOP</u>

This Certification is being issued per request of MS. M. TUYAN in compliance with standing regulation provided under Republic Act No. 3547 duly implemented by COA Circular No. 127 dated November 27, 1973 for the purposes of establishing the evidence and duration of his/her appearance hereto. The truth of which is hereby vouchsafed and guaranteed by the undersigned.

PLACE OF EXECUTION : MARCIAN HOTEL, ZAMBOANGA CITY

DATE OF EXECUTION : JUN 25 2022


MARILYN T. FRANCISCO
Chief, Planning and Support Unit



Passenger: Tuyan Michelle Ms (14MAY80)

Booking ref: P6SUBQ

Ticket number: 079 2409169569



Issuing office:

INTERNET WEB, MANILA, PHILIPPINES

Telephone: -

Date: 15Jun2022

ELECTRONIC TICKET RECEIPT

At check-in you must show a: (i) government-issued I.D. and the document you gave for reference at reservation time; (ii) documentary proof entitling you to exemptions or discounts (e.g. OFW, Senior Citizen, PWD, etc.) you availed at time of purchase, if any.

From	To	Flight	Departure	Arrival	Last check-in
MANILA NINYOY AQUINO INTL Terminal: 2	ZAMBOANGA INTERNATIONAL	PR2993	06:20 22Jun2022	08:05 22Jun2022	
Class: T Seat: 49K Baggage (4): 10K Fare basis: TLPH	Operated by: PAL EXPRESS Marketed by: PHILIPPINE AIRLINES Booking status (1): OK Frequent flyer number: 355387793			NVB (2): 15Jun2022 NVA (3): 15Jun2023 Duration: 01:45	
ZAMBOANGA INTERNATIONAL	MANILA NINYOY AQUINO INTL Terminal: 2	PR1998	15:50 25Jun2022	17:35 25Jun2022	
Class: T Seat: 49K Baggage (4): 10K Fare basis: TLPH	Operated by: PHILIPPINE AIRLINES Marketed by: PHILIPPINE AIRLINES Booking status (1): OK Frequent flyer number: 355387793			NVB (2): 15Jun2022 NVA (3): 15Jun2023 Duration: 01:45	

(1) OK = Confirmed; RQ = Waitlist; SA = Space Available; NS = No Seat (2) NVB = Not valid before (3) NVA = Not valid after (4) Each passenger can check in a specific amount of baggage at no extra cost as indicated above in the column baggage. Each piece of baggage may not exceed the specified weight.

PAYMENT DETAILS

Fare Calculation: MNL PR ZAM1988.00PR

MNL1988.00PHP3976.00END

Form of payment: INGCAMOP000001366214/
PHP6964

Endorsements: ECONOMY SAVER PENALTIES APPLY

FARE DETAILS

Fare: PHP 3976

Taxes: PHP 350LI

PHP 15PD

PHP 643PV

Carrier Imposed Fees: PHP 1380YQ

PHP 600YR

Total Amount: PHP 6964

Dennis Valdez (Adult)

✈ MANILA → ZAMBOANGA

Manila - Zamboanga



CHECKED BAG
(10 KG)

Most Significant Carrier is PR (Philippine Airlines)

Manila - Zamboanga



CARRY-ON BAG
(7 KG)

Most Significant Carrier is PR (Philippine Airlines)

BAGGAGE ALLOWANCE AND CHARGES ARE PROVIDED FOR INFORMATION ONLY. ADDITIONAL DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS (E.G. FREQUENT FLYER STATUS, MILITARY, CREDIT CARD USED FOR PURCHASE, EARLY PURCHASE OVER THE INTERNET, ETC.)

✈ ZAMBOANGA → MANILA

Zamboanga - Manila



CHECKED BAG
(10 KG)

Most Significant Carrier is PR (Philippine Airlines)

Zamboanga - Manila



CARRY-ON BAG
(7 KG)

Most Significant Carrier is PR (Philippine Airlines)

BAGGAGE ALLOWANCE AND CHARGES ARE PROVIDED FOR INFORMATION ONLY. ADDITIONAL DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS (E.G. FREQUENT FLYER STATUS, MILITARY, CREDIT CARD USED FOR PURCHASE, EARLY PURCHASE OVER THE INTERNET, ETC.)

Michelle Tuyan (Adult)

✈ MANILA → ZAMBOANGA

Manila - Zamboanga



CHECKED BAG
(10 KG)

Most Significant Carrier is PR (Philippine Airlines)

Manila - Zamboanga



CARRY-ON BAG
(7 KG)

Most Significant Carrier is PR (Philippine Airlines)

BAGGAGE ALLOWANCE AND CHARGES ARE PROVIDED FOR INFORMATION ONLY. ADDITIONAL DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS (E.G. FREQUENT FLYER STATUS, MILITARY, CREDIT CARD USED FOR PURCHASE, EARLY PURCHASE OVER THE INTERNET, ETC.)

✈ ZAMBOANGA → MANILA

Zamboanga - Manila



CHECKED BAG
(10 KG)

Most Significant Carrier is PR (Philippine Airlines)

Zamboanga - Manila



CARRY-ON BAG
(7 KG)

Most Significant Carrier is PR (Philippine Airlines)

BAGGAGE ALLOWANCE AND CHARGES ARE PROVIDED FOR INFORMATION ONLY. ADDITIONAL DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS (E.G. FREQUENT FLYER STATUS, MILITARY, CREDIT CARD USED FOR PURCHASE, EARLY PURCHASE OVER THE INTERNET, ETC.)

Dangerous goods

Passenger baggage must not contain any articles or substances that may present a danger during transport, including those shown below. Some exceptions apply. please check the [hazardous materials conditions](http://www.tsa.gov/traveler-information/prohibited-items) (<http://www.tsa.gov/traveler-information/prohibited-items>).



Acids



Compressed Gas



Explosives



Flammable Substances



Pollutants



Oxidising Agents



Infectious Substances



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

June 28, 2022

MEMORANDUM

FOR : The Regional Executive Director

THRU : The Assistant Regional Director for Management Services
The Chief, Finance Division

FROM : The Supervising Administrative Officer, Admin. Division
The Administrative Officer I/ OIC-Chief, Records Section- Admin. Division

SUBJECT : **TRAVEL REPORT ON THE ATTENDANCE TO STRATEGIC PLANNING WORKSHOP ON THE STRENGTHENING OF QMS EXPANSION TO ALL OFFICES IN DENR**

DENR MIMAROPA REGION	
OFFICE OF THE	
REGIONAL DIRECTOR	
DOC. NO.	RECEIVED
BY: <i>[Signature]</i>	RELEASED
DATE: <i>6/28/22</i>	DATE:
TIME:	TIME:

In compliance to the Travel Order Nos. 346 & 347 dated June 21, 2022, the undersigned attended and participated in the “Strategic Planning Workshop on the Strengthening of QMS Expansion to all Offices in DENR”. Itinerary of the travel is shown below:

June 22, 2022, the undersigned travelled from residence to Zamboanga City at around 4:30am and arrived at around 8:30am by air and stayed at Marcian Garden Hotel. Billeting/hotel check-in and registration, as well as preparatory meeting with all the facilitators, participants and QMS Secretariat were the activities on this day.

June 23-24, 2022, at around 9AM, the undersigned together with the other participants, attended the planning workshop held at Palacio del Sur, Zamboanga City. The said workshop on the Strengthening of QMS Expansion to all Offices in DENR aims to prepare all the DENR offices on upcoming surveillance audit to be held on April 2023. The 2-day workshop has 3 workshop target outputs on (1) Administrative, Management, and Budget and Other Support Issues, Concerns and Challenges; (2) Mainstreaming and Integration to DENR business and Operations and (3) Evaluation and QMS Improvement. The participants were grouped into 6 for the reporting and presentation of the workshop outputs.

June 25, 2022, closing program and homeward bound.

For information and record.

[Signature]
DENNIS B. VALDEZ

[Signature]
MICHELLE B. TUYAN

**STRATEGIC PLANNING WORKSHOP ON
STRENGTHENING QMS EXPANSION TO ALL OFFICES OF THE DENR**

Zamboanga City
June 22 to 25, 2022

PROGRAMME

DATE	TIME	ACTIVITY	FACILITATOR
June 22	8:00-onward	Arrival, billeting and registration	R9 Secretariat QMS Secretariat
	4:00-5:00	Preparatory meeting	Facilitators Participants R9 Secretariat QMS Secretariat
	7:00	Dinner	
June 23	8:00-8:30	Attendance and registration	
	8:30-9:00	Opening program <ul style="list-style-type: none"> National Anthem Invocation Attendance House rules and reminders Welcome Message Opening message 	R9 Secretariat R9 Secretariat QMS Secretariat R9 Secretariat PENRO Edgardo Montojo RTD Ronald D. Gadot, OIC Office of the RED
	9:30-10:00	Update on QMS implementation <ul style="list-style-type: none"> Status of close-out of IQA NCs Outcome of external audit and validation of the non-conformity Status of Client Satisfaction Survey Expected focus of the next surveillance audits 	Dir. Ma. Elena A. Morillos Manila – CO QMR
	10:00-10:15	Coffee Break	
	10:15-10:45	QMS implementation in DENR Region 9 <ul style="list-style-type: none"> Insights, experiences and lessons 	OIC RTD Dante Oporto – R9 QMR
	10:45-11:15	Administrative, management and support to implementation of QMS	Encarmila Panganiban
	11:15-12:00	Workshop arrangement	Evelyn Nillosan
	12:00-1:00	Lunch	
	1:00-2:30	Workshop 1 <ul style="list-style-type: none"> Administrative, management, and budget and other support Issues, concerns and challenges 	Facilitators QMS Secretariat R9 Secretariat QMS Teams
	2:30-2:45	Coffee break	
	2:45-4:15	Report and presentation	QMT Team Rapporteur Central Office Bureaus Luzon Visayas Mindanao
	4:15-5:00	Synthesis and way forward	Susan Villar
	7:00	Dinner	
June 24	8:00-8:30	Attendance and registration	R9 Secretariat QMS Secretariat
	8:30-10:00	Workshop 2 <ul style="list-style-type: none"> Mainstreaming and integration to DENR business and operations 	Facilitators QMS Secretariat R9 Secretariat QMS Teams



ECONOMY

BOARDING PASS

orporation

TUYAN/MICHELLE MS

FQTV: CLAS 355387793

PR 2993

MNL MANILA
ZAM ZAMBOANGA

22JUN22

OPERATED BY PAL EXPRESS

TERMINAL GATE BOARDING TIME GROUP EXIT SEAT

2 12B 0550H M 40B

L
N
fo
W

SEQ 0144 / P6SUBQ

GATES CLOSE 15 MINUTES BEFORE DEPARTURE



Philippine Airlines

a Trip and is valid

ECONOMY

BOARDING PASS

TUYAN/MICHELLE MS

FQTV: CLAS 355387793

PR 2998

ZAM ZAMBOANGA
MNL MANILA

25JUN22

OPERATED BY PAL EXPRESS

GATE BOARDING TIME GROUP SEAT

7 1520H F 34H

SEQ 0025 / P6SUBQ

GATES CLOSE 15 MINUTES BEFORE DEPARTURE



Philippine Airlines