

0-124



1172

Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

July 6, 2023

**MEMORANDUM**

**FOR : The Regional Executive Director  
DENR MIMAROPA Region**

**THRU : The Assistant Regional Director for Management Services**

**FROM : The OIC-PENR Officer**

**SUBJECT : REQUEST FOR AUTHORITY TO TRAVEL ABROAD**

Respectfully forwarded is a letter of Administrative Officer I Andrew E. Aldovino of DENR-PENRO, Boac, Marinduque dated July 4, 2023, requesting for an authority to travel abroad in Bangkok, Thailand from September 2-6, 2023.

Please be informed that the purpose of said travel is to take a trip with his family in Thailand.

In view of his travel, rest assured that his absence on specific dates will not hamper the regular workflow of this Office where he is presently assigned.

For consideration and approval.

  
**IMELDA M. DIAZ**



## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <b>Management Services Division</b>	2. NAME (Last) (First) (Middle) <b>ALDOVINO ANDREW E.</b>	
3. DATE OF FILING <b>July 4, 2023</b>	4. POSITION <b>Administrative Officer I</b>	5. SALARY <b>₱ 20,325.00</b>

6. DETAILS OF APPLICATION	
<p>6 A. TYPE OF LEAVE TO BE AVAILED OF</p> <p><input type="checkbox"/> Vacation Leave (RA No. 9502, Department Order Implementing P.D. No. 260)</p> <p><input type="checkbox"/> Mandatory/Forced Leave (RA No. 9502, Department Order Implementing P.D. No. 260)</p> <p><input type="checkbox"/> Sick Leave (RA No. 9502, Department Order Implementing P.D. No. 260)</p> <p><input type="checkbox"/> Maternity Leave (RA No. 9502, Department Order Implementing P.D. No. 260)</p> <p><input type="checkbox"/> Paternity Leave (RA No. 9502, Department Order Implementing P.D. No. 260)</p> <p><input checked="" type="checkbox"/> Special Privileges Leave (RA No. 9502, Department Order Implementing P.D. No. 260)</p> <p><input type="checkbox"/> Solo Parent Leave (RA No. 9502, Department Order Implementing P.D. No. 260)</p> <p><input type="checkbox"/> Study Leave (RA No. 9502, Department Order Implementing P.D. No. 260)</p> <p><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9502, Department Order Implementing P.D. No. 260)</p> <p><input type="checkbox"/> Rehabilitation Privilege (RA No. 9502, Department Order Implementing P.D. No. 260)</p> <p><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9502, Department Order Implementing P.D. No. 260)</p> <p><input type="checkbox"/> Special Emergency (Calamity) Leave (RA No. 9502, Department Order Implementing P.D. No. 260)</p> <p><input type="checkbox"/> Adoption Leave (RA No. 9502)</p> <p>Others: _____</p>	<p>6 B. DETAILS OF LEAVE</p> <p><i>In case of Vacation/Special Privilege Leave</i></p> <p><input type="checkbox"/> Within the Philippines</p> <p><input type="checkbox"/> Abroad (Specify) _____</p> <p><i>In case of Sick Leave</i></p> <p><input type="checkbox"/> In Hospital (Specify illness) _____</p> <p><input type="checkbox"/> Out Patient (Specify illness) _____</p> <p><i>In case of Special Leave Benefits for Women</i></p> <p>(Specify illness) _____</p> <p><i>In case of Study Leave</i></p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> BAR/Board Examination Review</p> <p><i>Other purpose</i></p> <p><input type="checkbox"/> Monetization of Leave Credits</p> <p><input type="checkbox"/> Terminal Leave</p>
<p>6 C. NUMBER OF WORKING DAYS APPLIED FOR</p> <p><b>3 days</b></p> <p>INCLUSIVE DATES</p> <p><b>September 1, 4, 5, 2023</b></p>	<p>6 D. COMMUTATION</p> <p><input type="checkbox"/> Not Requested</p> <p><input type="checkbox"/> Requested</p> <p style="text-align: right;">(Signature of Applicant)</p>

7. DETAILS OF ACTION ON APPLICATION													
<p>7 A. CERTIFICATION OF LEAVE CREDITS</p> <p>As of <b>June 2023</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> <tr> <td>Total Earned</td> <td>17.988</td> <td>9.250</td> </tr> <tr> <td>Less (this application)</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td>17.988</td> <td>9.250</td> </tr> </table> <p style="text-align: center;"><b>EDEN P. PALACIOS</b> Administrative Officer IV</p>		Vacation Leave	Sick Leave	Total Earned	17.988	9.250	Less (this application)			Balance	17.988	9.250	<p>7 B. RECOMMENDATION</p> <p><input checked="" type="checkbox"/> For approval</p> <p><input type="checkbox"/> For disapproval due to _____</p> <p style="text-align: center;"><b>GEMMA P. DELOS REYES</b> Officer-in-Charge, Office of the MSD</p>
	Vacation Leave	Sick Leave											
Total Earned	17.988	9.250											
Less (this application)													
Balance	17.988	9.250											
<p>7 C. APPROVED FOR:</p> <p><b>3</b> days with pay <b>SPL</b></p> <p>_____ days without pay</p> <p>_____ others (Specify)</p>	<p>7 D. DISAPPROVED DUE TO</p> <p>_____</p> <p>_____</p> <p>_____</p>												

Digitally signed by **Imelda Mendoza**

**IMELDA M. DIAZ**

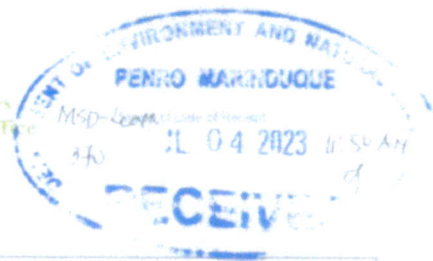
OIC-PENR Officer

The original of this document is in digital form

**EDEN P. PALACIOS**  
ADMINISTRATIVE OFFICER IV



Republic of the Philippines  
Department of Environment and Natural Resources  
Provincial Environment and Natural Resources Office  
Boac, Marinduque



## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <b>Management Services Division</b>	2. NAME (Last) (First) (Middle) <b>ALDOVINO ANDREW E.</b>													
3. DATE OF FILING <b>July 4, 2023</b>	4. POSITION <b>Administrative Officer I</b>	5. SALARY <b>P 20,325.00</b>												
<b>6. DETAILS OF APPLICATION</b>														
6.A. TYPE OF LEAVE TO BE AVAILED OF <input checked="" type="checkbox"/> Vacation Leave (Sec. 59, RA 7818; Circular Order Implementing EO No. 290) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 59, RA 7818; Circular Order Implementing EO No. 290) <input type="checkbox"/> Sick Leave (Sec. 43, RA 7818; Circular Order Implementing EO No. 290) <input type="checkbox"/> Maternity Leave (RA 7818; Circular Order Implementing EO No. 290) <input type="checkbox"/> Paternity Leave (RA 7818; Circular Order Implementing EO No. 290) <input type="checkbox"/> Special Privilege Leave (Sec. 20, RA 7818; Circular Order Implementing EO No. 290) <input type="checkbox"/> Soin Parent Leave (RA 7818; Circular Order Implementing EO No. 290) <input type="checkbox"/> Study Leave (Sec. 58, RA 7818; Circular Order Implementing EO No. 290) <input type="checkbox"/> 10-Day VAWC Leave (RA 7818; Circular Order Implementing EO No. 290) <input type="checkbox"/> Rehabilitation Privilege (Sec. 58, RA 7818; Circular Order Implementing EO No. 290) <input type="checkbox"/> Special Leave Benefits for Women (RA 7818; Circular Order Implementing EO No. 290) <input type="checkbox"/> Special Emergency (Calamity) Leave (RA 7818; Circular Order Implementing EO No. 290) <input type="checkbox"/> Adoption Leave (RA 7818) Others: _____		6.B. DETAILS OF LEAVE In case of Vacation/Special Privilege Leave <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (Specify) _____ In case of Sick Leave <input type="checkbox"/> In Hospital (Specify illness) _____ <input type="checkbox"/> Out Patient (Specify illness) _____ In case of Special Leave Benefits for Women: (Specify illness) _____ In case of Study Leave: <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review Other purpose _____ <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave												
6.C. NUMBER OF WORKING DAYS APPLIED FOR <b>2 days</b> INCLUSIVE DATES <b>September 6 &amp; 7, 2023</b>		6.D. COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested (Signature of Applicant) _____												
<b>7. DETAILS OF ACTION ON APPLICATION</b>														
7.A. CERTIFICATION OF LEAVE CREDITS As of <b>June 2023</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> <tr> <td>Total Earned</td> <td>17.988</td> <td>9.250</td> </tr> <tr> <td>Less this application</td> <td>2.000</td> <td></td> </tr> <tr> <td>Balance</td> <td>15.988</td> <td>9.250</td> </tr> </table> <p style="text-align: center;"><i>Eden P. Palacios</i> <b>EDEN P. PALACIOS</b> Administrative Officer IV</p>			Vacation Leave	Sick Leave	Total Earned	17.988	9.250	Less this application	2.000		Balance	15.988	9.250	7.B. RECOMMENDATION <input checked="" type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ <p style="text-align: center;"><i>Gemma P. Delos Reyes</i> <b>GEMMA P. DELOS REYES</b> Officer-in-Charge, Office of the MSD</p>
	Vacation Leave	Sick Leave												
Total Earned	17.988	9.250												
Less this application	2.000													
Balance	15.988	9.250												
7.C. APPROVED FOR <input checked="" type="checkbox"/> days with pay <input type="checkbox"/> days without pay <input type="checkbox"/> others (Specify) _____		7.D. DISAPPROVED DUE TO _____ _____ _____												
Digitally signed by Diaz Imelda Mendoza <b>IMELDA M. DIAZ</b> OIC-PENR Officer														

The original of this document is in the custody of \_\_\_\_\_

Certified By:

*Eden P. Palacios*  
**EDEN P. PALACIOS**  
ADMINISTRATIVE OFFICER IV





Republic of the Philippines  
Department of Environment and Natural Resources  
Provincial Environment and Natural Resources Office  
Boac, Marinduque

(Length of Service: 00 Year(s) 00 Month(s) 00 Day(s))

## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <b>Management Services Division</b>	2. NAME (Last) <b>ALDOVINO</b>	(First) <b>ANDREW</b>	(Middle) <b>E.</b>
3. DATE OF FILING <b>July 4, 2023</b>		4. POSITION <b>Administrative Officer I</b>	5. SALARY <b>P 20,325.00</b>

6. DETAILS OF APPLICATION	
<p>6. A. TYPE OF LEAVE TO BE AVAILED OF</p> <p><input checked="" type="checkbox"/> Vacation Leave (Sec. 53, RA 7812, Limited Rule implementing D.O. No. 250)</p> <p><input type="checkbox"/> Mandatory/Forced Leave (Sec. 54, RA 7812, Limited Rule implementing D.O. No. 250)</p> <p><input type="checkbox"/> Sick Leave (Sec. 43, RA 7812, Limited Rule implementing D.O. No. 250)</p> <p><input type="checkbox"/> Maternity Leave (RA 7812, Limited Rule implementing D.O. No. 250)</p> <p><input type="checkbox"/> Paternity Leave (RA 7812, Limited Rule implementing D.O. No. 250)</p> <p><input type="checkbox"/> Special Privilege Leave (Sec. 57, RA 7812, Limited Rule implementing D.O. No. 250)</p> <p><input type="checkbox"/> Solo Parent Leave (RA 7812, Limited Rule implementing D.O. No. 250)</p> <p><input type="checkbox"/> Study Leave (Sec. 68, RA 7812, Limited Rule implementing D.O. No. 250)</p> <p><input type="checkbox"/> 10-Day VAWC Leave (RA 7812, Limited Rule implementing D.O. No. 250)</p> <p><input type="checkbox"/> Rehabilitation Privilege (Sec. 59, RA 7812, Limited Rule implementing D.O. No. 250)</p> <p><input type="checkbox"/> Special Leave Benefits for Women (RA 7812, Limited Rule implementing D.O. No. 250)</p> <p><input type="checkbox"/> Special Emergency (Calamity) Leave (D.O. No. 250, as amended)</p> <p><input type="checkbox"/> Adoption Leave (RA 7812, Limited Rule implementing D.O. No. 250)</p> <p>Others: _____</p>	<p>6. B. DETAILS OF LEAVE</p> <p><i>In case of Vacation/Special Privilege Leave:</i></p> <p><input type="checkbox"/> Within the Philippines _____</p> <p><input type="checkbox"/> Abroad (Specify) _____</p> <p><i>In case of Sick Leave:</i></p> <p><input type="checkbox"/> In Hospital (Specify Illness) _____</p> <p><input type="checkbox"/> Out Patient (Specify Illness) _____</p> <p><i>In case of Special Leave Benefits for Women:</i></p> <p>(Specify Illness) _____</p> <p><i>In case of Study Leave:</i></p> <p><input type="checkbox"/> Completion of Master's Degree _____</p> <p><input type="checkbox"/> BAR/Board Examination Review _____</p> <p><i>Other purpose:</i></p> <p><input type="checkbox"/> Monetization of Leave Credits _____</p> <p><input type="checkbox"/> Terminal Leave _____</p>
<p>6. C. NUMBER OF WORKING DAYS APPLIED FOR</p> <p><b>2 days</b></p> <p>INCLUSIVE DATES</p> <p><b>September 6 &amp; 7, 2023</b></p>	<p>6. D. COMMUTATION</p> <p><input type="checkbox"/> Not Requested</p> <p><input type="checkbox"/> Requested</p> <p style="text-align: right;">(Signature of Applicant)</p>

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Balance	15.333	9.250											
<p>7. C. APPROVED FOR:</p> <p><input checked="" type="checkbox"/> days with pay ✓</p> <p><input type="checkbox"/> days without pay</p> <p><input type="checkbox"/> others (Specify): _____</p>	<p>7. D. DISAPPROVED DUE TO:</p> <p>_____</p> <p>_____</p>												

Digitally signed by **Imelda Mendoza**

**IMELDA M. DIAZ**  
OIC-PENR Officer

*Effalacion*  
**EDEN P. PALACIOS**  
ADMINISTRATIVE OFFICER IV

pening copy



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

1172

July 6, 2023

**MEMORANDUM**

**FOR : The Regional Executive Director  
DENR MIMAROPA Region**

**THRU : The Assistant Regional Director for Management Services**

**FROM : The OIC-PENR Officer**

**SUBJECT : REQUEST FOR AUTHORITY TO TRAVEL ABROAD**

Respectfully forwarded is a letter of Administrative Officer I Andrew E. Aldovino of DENR-PENRO, Boac, Marinduque dated July 4, 2023, requesting for an authority to travel abroad in Bangkok, Thailand from September 2-6, 2023.

Please be informed that the purpose of said travel is to take a trip with his family in Thailand.

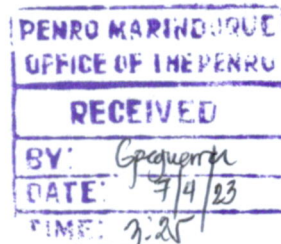
In view of his travel, rest assured that his absence on specific dates will not hamper the regular workflow of this Office where he is presently assigned.

For consideration and approval.

  
**IMELDA M. DIAZ**



Republic of the Philippines  
Department of Environment and Natural Resources  
Provincial Environment and Natural Resources Office  
Boac, Marinduque



### PENRO DOCUMENT ACTION AND TRACKING SLIP

#### DOCUMENT INFORMATION

Document Category: **Incoming**

Document No.: **2023-IN-001792**

Sender/s:

- **Andrew Aldovino**

Originating Office:

Classification: **Simple**

Subject: **Request for travel permit - Andrew Aldovino**

Encoded By: **Manoel Christian Munar**

Document Type: **Letter**

Control Code:

Date & Time Received: **07/04/2023 02:52 PM**

Address:

Is This Urgent?: **Yes**

#### HISTORY LOGS

DOC. FROM	DOC. TO	RECEIVED	RELEASED	RUNTIME	ACTION TO BE TAKEN	REMARKS	ATTACHMENTS
• Andrew Aldovino	• Imelda Diaz	07/04/2023 02:52 PM	07/04/2023 02:53 PM	1 min	For evaluation and comment/s.		

• Imelda Diaz

*msd*

*msd Admin. 07/06/23 07/06/23*

*For. a. a. .*  
*[Signature]*

*Admin.,*  
*Please endorse*  
*this to R.O.*  
*TD.*  
*[Signature]*

July 4, 2023

**IMELDA M. DIAZ**  
OIC, PENR Officer  
DENR PENRO Marinduque  
Boac, Marinduque



Dear Madam:

This is to respectfully request from your good office for a travel permit to Bangkok, Thailand on September 2-6, 2023 (3 working days). The purpose of my travel is to take a trip with my family to visit Thailand.

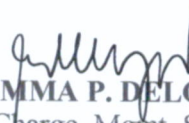
I am sincerely hoping that this request will merit your favorable action. I have also filed my application for leave on the said dates, for your reference and approval.

Thank you and more power.

Respectfully yours,

**ANDREW E. ALDOVINO**  
Administrative Officer I

Noted by:

  
**GEMMA P. DELOS REYES**  
In-Charge, Mgmt. Services Division

July 4, 2023

**IMELDA M. DIAZ**  
OIC, PENR Officer  
DENR PENRO Marinduque  
Boac, Marinduque

Dear Madam:

This is to respectfully request from your good office for a travel permit to Bangkok, Thailand on September 2-6, 2023 (3 working days). The purpose of my travel is to take a trip with my family to visit Thailand.

I am sincerely hoping that this request will merit your favorable action. I have also filed my application for leave on the said dates, for your reference and approval.

Thank you and more power.

Respectfully yours,

  
**ANDREW E. ALDOVINO**  
Administrative Officer I

Noted by:

  
**GEMMA P. DELOS REYES**  
In-Charge, Mgmt. Services Division





Andrew Aldovino <dreweuden17@gmail.com>

Fwd: Your Itinerary Receipt for Booking No. FLLGNX

1 message

Deanne Alcala <deannealcala@gmail.com>  
To: andrew Aldovino <dreweuden17@gmail.com>

Tue, Jul 4, 2023 at 9:46 AM

----- Forwarded message -----  
From: Cebu Pacific Air <no-reply@email.mycebupacific.com>  
Date: Mon, 6 Mar 2023, 2:02 pm  
Subject: Your Itinerary Receipt for Booking No. FLLGNX  
To: <deannealcala@gmail.com>

[View in browser](#) | Add [no-reply@email.mycebupacific.com](mailto:no-reply@email.mycebupacific.com) to your address book to ensure that our email updates get to your inbox.



Itinerary Receipt

Confirmed

Your transaction was successful. See you on board soon!

For airport check-in use only

BOOKING DATE                      BOOKING REFERENCE NO.  
March 06, 2023                      FLLGNX



Flight Details

MNL-BKK

2 Sep 2023  
1:30am

✈ 5J 931  
DEPARTURE  
Manila - Ninoy Aquino International Airport Terminal 3

2 Sep 2023  
3:55am

ARRIVAL  
Bangkok - Suvarnabhumi International Airport

BKK-MNL

6 Sep 2023  
4:40am

✈ 5J 932  
DEPARTURE  
Bangkok - Suvarnabhumi International Airport

6 Sep 2023  
9:25am

ARRIVAL  
Manila - Ninoy Aquino International Airport Terminal 3

Flight operated by: ✈ Cebu Pacific ✈ Cebgo

Guest Details

NAME	FLIGHT	ADD-ONS
MS deanne aldovino Adult	MNL - BKK	Go Easy Seat Unassigned
	BKK - MNL	Go Easy Seat Unassigned
MR Andrew Aldovino Adult	MNL - BKK	Go Easy Seat Unassigned
	BKK - MNL	Go Easy Seat Unassigned
MR Dino Ceasar Alcala Adult	MNL - BKK	Go Easy Seat Unassigned
	BKK - MNL	Go Easy Seat Unassigned
MS marichu de castro Adult	MNL - BKK	Go Easy Seat Unassigned
	BKK - MNL	Go Easy Seat Unassigned
MR Asher Deon Aldovino Child	MNL - BKK	Go Easy Seat Unassigned
	BKK - MNL	Go Easy

Pre-Flight Reminders

Things to remember before your flight!



[Sign up](#) for a MyCebuPacific Account to manage your booking conveniently, up to two (2) hours before your scheduled time of departure.

As a member, you can make the following changes to your trip via the Manage Booking portal:

- Purchase prepaid baggage for all your travel essentials. Check updated baggage information [here](#).
- Purchase other add-ons like seats, meals, insurance, and more for a safe and convenient trip.
- Update guest details – make sure your contact information is up-to-date so we can reach you for any changes to your flight.
- Rebook your flight, as needed. Change fee and a minimal fare difference may apply.
- Submit a Special Service Request (e.g., wheelchairs, support animals, and more) for extra assistance.

Know more about MyCebuPacific membership [here](#).



Check-in opens seven (7) days before your flight departure. Make sure to [check in online](#) to lessen queuing at the airport. Please take note that check-in and bag drop counters close one (1) hour before your flight.

Need more information? Check out FAQs [here](#).

Payment Details

Payment Details

Status	Payment Method	Date	Transaction ID	Amount
Approved	Credit / Debit Card	06 Mar, 2023	244216897	PHP 42,502.50

Fare Breakdown

Details	Amount
<b>Fare, Taxes and Fees:</b>	<b>PHP 33,532.50</b>
Fuel Surcharge	PHP 9,990.00
PH Passenger Service Charge	PHP 1,741.05
Passenger Service Charge for National Government	PHP 500.00
Passenger Service Charge-TH	PHP 5,540.90
Advance Passenger Processing User Charge - TH	PHP 554.10
PH PSC Value Added Tax	PHP 208.95
International Arrival and Departure Fees - TH	PHP 237.50
Base Fare	PHP 270.00
ASF of DPSC/IPSC	PHP 300.00
Administrative Fee	PHP 3,500.00
Go Easy Bundle - Per Piece	PHP 10,690.00
<b>Add-Ons:</b>	<b>PHP 8,970.00</b>
Per Piece Checked Baggage Allowance (bundles) - 20 Kilos	PHP 0.00
CEB Meals	PHP 2,490.00
Insurance	PHP 6,480.00
Seat Selection Fee	PHP 0.00

Add-Ons Reminders

CEB TravelSure

Your policy document will be sent to the email you provided, for your review and safekeeping. For any changes in your flight or questions about your insurance, please [contact Chubb Insurance](#) directly.

Fare Rules

	GO Basic	GO Easy	GO Flexi
<b>Cancellation</b>			
Conversion to Travel Fund is only available with CEB Flexi.	✗	✗	✓
<b>Check-in Baggage</b>			
20kgs baggage allowance.	✗	✓	✓
<b>Seats</b>			
Included standard seat	✗	✓	✓
<b>Rebooking</b>			
Allowed but change fee and fare difference may apply.	✓	✓	✓
<b>Name Correction</b>			
Allowed within 24 hours from time of booking (either first or last name only).	✓	✓	✓

**Note:**

- **No Show** will forfeit fares and all other fees or will be considered flown.
- For applicable fees, taxes, and surcharges, please see the Fare Breakdown above. Carriage of passenger and baggage is subject to the [Cebu Pacific's Conditions of Carriage](#) approved by the Civil Aeronautics Board.