

ACCOUNT No.
0-01412-605-0

ACCOUNT NAME
MINDORO HARVEST ENERGY CO. INC.



CHECK No. ✓
0069277210

BRSTN
38059
001-0

DATE January 29, 2020

PAY TO THE
ORDER OF

* MARLON GUNDAY *

P 6,591.00

PESOS * SIX THOUSAND FIVE HUNDRED NINETY ONE PESOS ONLY *

"We allow the electronic clearing of this check and hereby waive the presentation for payment of this original to DBP."



Development Bank of the Philippines

CALAPAN BRANCH
ROXAS DR., STO. NINO
CALAPAN CITY, ORIENTAL MINDORO 5200

MARIETTA C. CELIS

ENRICO BRIAN ANI

⑈0069277210⑈ 059⑈0010⑈000014126050⑈ 000

MVN - 3844
ATB - 2747

DOCUMENTARY STAMPS PAID

29/01/2020

Manolo V. Najito

**PHP 3,844.00

Three Thousand Eight Hundred Forty-Four and 00/100*****

Travel cash advances to HO- meeting for MHEC proj

Manolo V. Najito

29/01/2020

Other Receivables:Advances for Liquidati Travel cash advances to HO- meeting for MHEC proj

PHP 3,844.00

DBP - Site 605-0

Travel cash advances to HO- meeting for MHEC

PHP 3,844.00

Manolo V. Najito

29/01/2020

Other Receivables:Advances for Liquidati Travel cash advances to HO- meeting for MHEC proj

PHP 3,844.00

DBP - Site 605-0

Travel cash advances to HO- meeting for MHEC

PHP 3,844.00



Transaction Slip

134JNG 134 01/29/2020 14:56:01
001-12-022724-8 CD
NAJITO, MANOLO VILLAO

97
3,844.00
Q#0070

1,520-
7

Denomin	Count	Amount	Denomin	Count	Amount
1000	3	3,000.00	10	0	0.00
500	1	500.00	5	0	0.00
200	0	0.00	1	4	4.00
100	3	300.00	Others		0.00
50	0	0.00			
20	2	40.00			

Subject to the terms and conditions covering this account/transaction, this serves as your official receipt when machine validated. (see reverse side for withdrawal details).

BBG-00139-00

MINDORO HARVEST ENERGY CO. INC
REQUEST FOR DISBURSEMENT

SENDER : _____
PAY TO : MANOLO NAJITO

RFCD No. : _____
Date Requested JAN 29, 2020
Due Date : JAN 29, 2020

☐ Cash

☐ Bank Check

TRAVEL ALLOWANCE OF MANOLO NAJITO FOR THE PERIOD OF JAN. 27-29
HEAD OFFICE MEETING

3,844.00

3

3,844.00

Prepared by: <u>RYAN MANUEL</u>	Checked by: <u>VEVERLY RAMOS</u>	Noted by: <u>MARIETTA CELIS</u>	Recommending Approval: <u>JOY NAJITO</u>	Request Initiated by:	Payment Received by:
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MINDORO HARVEST ENERGY CO. INC

TRAVEL ORDER / ITINERARY FORM

Date Accomplished 1/29/2020
 Project Area n/a
 Official Destination Head Office
 Purpose of Travel Meeting with AsiaPhil & MHEC Project Status
 Period Covered January 27-28, 2020

DATE	Point/Place of		Time		Mode of Transportation	ALLOWABLE EXPENSE			Total Amount
	Origin	Destination	ETD	ETA		Transportation	Hotel Accom	Meals	
1/27/20	Home	Pier			Tricycle	50.00			50.00
	Pier	Batangas			Ocean Jet	300.00			300.00
					Terminal Fee	20.00			20.00
	Batangas	Buendia			Bus	197.00			197.00
1/28/20	Buendia	Batangas			Bus	197.00			197.00
	Pier	Calapan			Ocean Jet				300.00
					Terminal Fee				20.00
	Pier	Home							50.00
						Travel Allowance	400.00	x3 days	1,200.00
						Stipend	500.00	x3 days	1,500.00
TOTAL AMOUNT OF TRAVEL CASH ADVANCE									3,844.00

SUBJECT TO PROPER LIQUIDATION

Prepared by:

MANOLO V. NAJITO

TRAVELLING PERSONNEL

Checked by:

VEVERLY RAMOS

Accounting

Noted by:

JOY F. NAJITO

Adm. Manager

I hereby certify that the expenses claimed for the above Itinerary are in accordance with the existing guidelines and that the actual expenses incurred in excess of the above Itemized amounts are hereby deemed reasonable and appropriate.

Approved by:

ENRICO BRIAN ANI

Plant Manager