
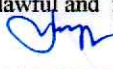



OBLIGATION REQUEST AND STATUS				No.: _____		
VISAYAS STATE UNIVERSITY				Date: February 11, 2025		
Visca, Baybay City, Leyte				Fund: _____		
Payee:	PROSE IVY G. YEPES, EdD					
Office:	Office of the President					
Address:	VSU, Visca, Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
	Reimbursement for the Travel going to Manila and Tacloban to attend the reconciliation meeting with CHED-OPSD at CHED Central Office, Manila on 1/30/25, attend DOST ELEV8PH: Pushing S&T Frontier for National Development at Dusit Thani Manila on 2/5/25, attend 2025 Open Government Partnership (OGP) Asia at Grand Hyatt Hotel, Manila on 2/6/25, claim the COPC's of VSU at CHEDRO8 on 2/7/25, and attend the DBM-Regional Budget Forum for FY 2026 Budget Preparation on 2/10/25.			P4,570		
	Total			P4,570		
A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal Signature:  Printed Name: PROSE IVY G. YEPES, EdD Position: President Date: _____			B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above Signature: _____ Printed Name: ALICIA M. FLORES Position: Head, Budget Office Head, Budget Unit/Authorized Representative Date: _____			
STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
2/11/2025	Obligations		P4,570		P4,570	
	Totals		P4,570		P4,570	

Visayas State University Entity Name DISBURSEMENT VOUCHER			Fund Cluster : Date : Feb. 11, 2025 DV No. :	
Mode of Payment	<input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify)			
Payee	PROSE IVY G. YEPES, EdD		TIN/Employee No.:	ORS/BURS No.:
Address	VSU, Visca, Baybay City, Leyte			
Particulars		Responsibility Center	MFO/PAP	Amount
Reimbursement for the Travel going to Manila and Tacloban to attend the reconciliation meeting with CHED-OPSD at CHED Central Office, Manila on 1/30/25, attend DOST ELEV8PH: Pushing S&T Frontier for National Development at Dusit Thani Manila on 2/5/25, attend 2025 Open Government Partnership (OGP) Asia at Grand Hyatt Hotel, Manila on 2/6/25, claim the COPC's of VSU at CHEDRO8 on 2/7/25, and attend the DBM-Regional Budget Forum for FY 2026 Budget Preparation on 2/10/25., as per supporting papers attached				4,570.00 4,570.00
A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision. <div style="text-align: center;">  PROSE IVY G. YEPES, EdD Printed Name, Designation and Signature of Supervisor </div>				
B. Accounting Entry:				
Account Title		UACS Code	Debit	Credit
C. Certified: <input type="checkbox"/> Cash available <input type="checkbox"/> Subject to Authority to Debit Account (when applicable) <input type="checkbox"/> Supporting documents complete and amount claimed proper		D. Approved for Payment Four Thousand Five Hundred Seventy Pesos Only		
Signature		Signature		
Printed Name	NICK FREDDY R. BELLO	Printed Name	PROSE IVY G. YEPES, EdD	
Position	Head, Accounting Unit/Authorized Representative	Position	University President Agency Head/Authorized Representative	
Date		Date		
E. Receipt of Payment				JEV No.
Check/ADA No. :		Date :	Bank Name & Account Number:	
Signature :		Date :	Printed Name: PROSE IVY G. YEPES, EdD	Date
Official Receipt No. & Date/Other Documents				

ITINERARY OF TRAVEL

No.

NAME:

Position:

PROSE IVY G. YEPES, EdD**Q****University President**

Official Station:

Residence:

VSU, Visca, Baybay, Leyte**VSU, Visca, Baybay, Leyte****PURPOSE OF TRAVEL:**

To attend the reconciliation meeting with CHED-OPSD at CHED Central Office, Manila on 1/30/25, attend DOST ELEV8PH: Pushing S&T Frontier for National Development at Dusit Thani Manila on 2/5/25, attend 2025 Open Government Partnership (OGP) Asia at Grand Hyatt Hotel, Manila on 2/6/25, claim the COPC's of VSU at CHEDRO8 on 2/7/25, and attend the DBM-Regional Budget Forum for FY 2026 Budget Preparation on 2/10/25.

DATE 2024	PLACES TO BE VISITED	TIME OF DEPARTURE	TIME OF ARRIVAL	Transportation/ Per diem	TOTAL
1/30/25	VSU-Tacloban Airport	3:00 AM	5:30 AM	VSU Vehicle	
	Airport-NAIA	6:44 AM	8:05 AM	Plane	Separate Voucher
	NAIA-CHED Central Office	8:10 AM	9:00 AM	VSU Vehicle	
	CHED CO-NAIA	3:30 PM	4:25 PM	VSU Vehicle	
	NAIA-Tacloban	5:20 PM	6:45 PM	Plane	Separate Voucher
	Tacloban-VSU	6:50 PM	8:30 PM	VSU Vehicle	
				Per diem	740.00
2/5/25	VSU-Tacloban Airport	3:00 AM	5:30 AM	VSU Vehicle	
	Airport-NAIA	6:45 AM	8:05 AM	Plane	Separate Voucher
	NAIA-Makati	8:10 AM	8:50 AM	VSU Vehicle	
	At Dusit Thani attending DOST ELEV8PH				
	Makati-VMO	5:00 PM	5:40 PM	VSU Vehicle	
				Per diem	1,690.00
2/6/25	VMO-BGC, Taguig	8:00 AM	8:45 AM	VSU Vehicle	
	At Grand Hyatt Hotel attending 2025 OGP Asia				
	BGC, Taguig-VMO	7:00 PM	7:45 PM	VSU Vehicle	
				Per diem	1,540.00
2/7/25	VMO-NAIA	3:00 AM	3:30 AM	VSU Vehicle	
	NAIA-Tacloban	4:45 AM	6:05 AM	Plane	Separate Voucher
	Airport-CHEDRO VIII	6:20 AM	7:00 AM	VSU Vehicle	
	CHEDRO VIII-VSU	9:30 AM	12:15 PM	VSU Vehicle	
				Per diem	300.00
2/10/25	VSU-Tacloban City	7:00 AM	9:30 AM	VSU Vehicle	
	Attending Regional Budget Forum for FY 2026 Budget Preparation				
	Tacloban City-VSU	4:50 PM	6:58 PM	VSU Vehicle	
				Per diem	300.00
	X-X-X-X-X-X-X-X-X				
Total					4,570.00

I CERTIFY that (1) I have reviewed the itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable, and (4) the expenses claimed are proper.

Supervisor

Prepared by: (Official/Employee)


PROSE IVY G. YEPES, EdD

University President

Approved: (Head of Agency)


PROSE IVY G. YEPES, EdD

University President

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

PROSE IVY G. YEPES, EdD

Agency Head

President

VSU, Visca, Baybay City, Leyte

Station

February 11, 2025

Date

I HEREBY CERTIFY that I have completed the travel authorized in Itinerary of travel No. _____, dated **January 30, February 5-7, & 10, 2025** under the conditions indicated below:


- ☒ Strictly in accordance with the approved itinerary.
- ☐ Cut short as explained below. Excess payment in the amount of P_____ was refunded under O.R. No. _____ dated _____.
- ☐ Extended below. Additional Itinerary was submitted.
- ☐ Other deviations as explained below.

Explanation or justifications: _____


Evidences of Travel:

- ☒ Used tickets
- ☒ Certificate of appearance
- ☒ Others: **Travel Order, Boarding Pass, etc.**

Respectfully submitted:


PROSE IVY G. YEPES, EdD
(Officer or Employee)

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


PROSE IVY G. YEPES, EdD
Supervisor



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

(For Staff)

1/28/2025

Date

Name : **Prose Ivy G. Yepes, EdD**
Designation : **University President**
Destination : **CHED Central Office Manila**
Date of Travel : **Jan. 30, 2025, Feb. 5-7 & 10, 2025**
Purpose : **To attend Reconciliation Meeting at CHEDCO attend DOST ELEV8PH at Dusit Thani, Mnl; attend 2025 OGP at Manila, claim the COPC docs at CHEDRO8, and attend Regional Budget Forum at Tacloban City.**
Total Expenses: _____
Source of Funds : **VSU**
Transportation: [x] University Vehicle
[x] Public Conveyance

Noted/Verified:

PROSE IVY G. YEPES

Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

College Dean

In-charge of funds (If other than the
Dept/Office Head)

VP for Research & Extension Vice Pres. For Instruction

APPROVED:

PROSE IVY G. YEPES, EdD

President



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST TO GO ON TRAVEL (please check):

- ☐ Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
- ☐ Invitation from the organizer of the activity/conference/ meeting (if applicable)
- ☐ Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19 will be observed for the duration of the activity (if applicable)
- Quarantine passes issued by the destination LGU and if possible, together with passes from LGUs enroute to the destination
- ☐ Strong justification from the requesting party duly endorsed by the immediate supervisor on the necessity and urgency of the trip and commitment of the requesting party to religiously comply with health/hygiene protocols during the trip
- ☐ Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days, while he/she will be on work from home scheme
- ☐ Approved list of outputs between supervisor and employee to be delivered/accomplished during his/her 14 days work from home scheme
- ☐ Clearance issued by the Nurse on duty 30 minutes prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus

Certified Correct:

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor

JUSTIFICATION

This is to formally justify the rebooking of the undersigned' flight ticket originally scheduled for February 7, 2025, at 11:05 AM. Unfortunately, due to unforeseen and urgent professional obligations, it was compelled to make changes to the travel itinerary.

The primary reason for the rebooking is the need to personally claim important documents from the CHED Regional Office in Tacloban City. Given the importance of these papers and the time-sensitive nature of the situation, it felt necessary to take proactive measures to secure their timely collection.

In addition to this, concerns regarding the possibility of flight delays, which could risk the timely arrival and the completion of my tasks at the CHED Regional Office. In light of these potential issues, it was decided to reschedule the flight to the first available departure on February 7, 2025, at 4:45 AM. Believing this change will give me a better margin of time and reduce the chances of any delays that could arise later in the day.

The undersigned fully understand the importance of adhering to schedules and how changes such as these can sometimes create disruptions. Please know that this decision was made only after careful consideration of all options available and the pressing nature of the undersigned's responsibilities.

For information and consideration.



PROSE IVY G. YEPES, EdD
University President

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000