

Republic of the Philippines <b>VISAYAS STATE UNIVERSITY</b> Visca, Baybay City, Leyte <b>DISBURSEMENT VOUCHER</b>		Fund Cluster : 07TR	
		Trust	
		Date :15/9/22 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	IAN DAVE B. CUSTODIO	TIN/Employee No.:	ORS/BURS No.:
Address	DOEcon, VSU, Visca, Baybay, Leyte		
Particulars		Responsibility Center	MFO/PAP
TO Cash Advance in connection to his official travel to Iloilo City - Negros Oriental, to conduct training and interviews on project impacts, dated September 26-30, 2022, as per supporting documents in the total amount of ....  X-X-X-X-X		20201050- 1.92	Php 30,331.00
Amount Due			Php 30, 331.00
A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.  <div style="text-align: center;"> <b>IAN DAVE B. CUSTODIO</b>            Study Leader         </div>			
B. Accounting Entry:			
Account Title		Debit	Credit
Advances to Officers and employees		19901040-00	30,331.00
Cash in Bank, LCCA		10102020-24	30,331.00
C. Certified:		D. Approved for Payment	
<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			
Signature		Signature	
Printed Name	NICK FREDDY R. BELLO	Printed Name	EDGARDO E. TULIN
	Head, Accounting Unit/Authorized Representative		Agency Head/Authorized Representative
Date		Date	
E. Receipt of Payment			JEV No.
Check/ ADA No. :		Date :	Bank Name & Account Number:
Signature :		Date :	IAN DAVE B. CUSTODIO
Official Receipt No. & Date/Other Documents			Date

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

**TRAVEL REQUEST / ORDER**

(For Faculty)

September 6, 2022

Date

Name : **IAN DAVE B. CUSTODIO**  
 Designation : **Study Leader**  
 Destination : **Iloilo City**  
 Date of Travel : **September 26-30, 2022**  
 Purpose : **Conduct training and interviews on project impacts.**

Signature

Total Expenses: \_\_\_\_\_

Source of Funds: \_\_\_\_\_

Transportation: ☐ University Vehicle  
☐ Public Conveyance

Noted/Verified:

**MARIA HAZEL BELLEZAS**  
 Head, DOEcon

RECOMMENDING APPROVAL:

**MOISES NEIL V. SERINO**  
 College Dean

**ARTURO E. PASA**

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

**MARIA JULIET C. CENIZA**  
 VP for Research, Extension & Innovation

APPROVED:

**EDGARDO E. TULIN**  
 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:

**IAN DAVE B. CUSTODIO**  
 Name of Travelling Employee

Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor

# ITINERARY OF TRAVEL

Visayas State University

AGENCY

ITINERARY OF TRAVEL					DATE	
Name <b>IAN DAVE B. CUSTODIO</b>					Position: Study Leader	
Official Station: VSU, Visca, Baybay City, Leyte					Residence: VSU, Visca, Baybay City, Leyte	
Destination: Iloilo City						
PURPOSE OF TRAVEL <i>Conduct training and interviews and project impacts</i>						
DATE	PLACES TO BE VISITED	TIME		TRANSPORTATION MEANS	TRAVEL ALLOWANCE	TOTAL
		DEPARTURE	ARRIVAL			
26-Sep-22	VSU-Ormoc City	4:30am	5:30 am	Project Vehicle		
	Ormoc City				Breakfast	150.00
	Ormoc City- Cebu City	6:15 am	9:30am	Supercat		1,100.00
	Cebu Pier 1-Cebu Airport	10:30am	10:50am	Taxi		200.00
	Cebu Airport				Lunch	180.00
	Cebu City- Iloilo City	5:15pm	6:15pm	Plane		5,000.00
	Iloilo Airport- Alexis Hotel	6:15pm	7:10pm	Taxi		300.00
	Alexis Hotel in Iloilo					900.00
	Dinner Alexis Hotel					150.00
	Incidental Expense					180.00
27-Sep-22	Alexis Hotel in Iloilo	6:00am	6:30am		Breakfast	150.00
	Alexis Hotel in Iloilo-Brgy. Taloato (visit PO TUCODA Interview Socioeconomics)	7:00am	8:30am		Hired van	5,000.00
	Brgy. Taloato- Brgy. Manduawak, San Dionisio PO PAGLAOM visit and Interview Socioeconomics	1:00 am	4:00pm			
	Brgy. Manduawak, San Dionisio- Alexis Hotel	4:00pm	5:00pm			180.00
	Incidental Expense					
28-Sep-22	Alexis Hotel in Iloilo	6:00am	6:30am		Breakfast	150.00
	Alexis Hotel- Brgy. Del Castillo, Sara visit PO DECCA and Interview Socioeconomics	7:00am	8:30am		Hired van	5,000.00
	Brgy. Del Castillo, Sara- Brgy. Pangi, San Dionisio visit PO PACEDA and Interview Socioeconomics	1:00pm	4:00pm			
	Brgy. Pangi, San Dionisio -Alexis Hotel	4:00pm	5:00pm			900.00
	Incidental Expense					180.00
29-Sep-22	Alexis Hotel	6:00 am	6:30am		Breakfast	150.00
	Alexis Hotel- Brgy. Alexis, Sara Training Soil Fertility and Training simple Bookeeping	7:00am	7:45am	Hired van		5,000.00
	Brgy. Alexis, Sara- Alexis Hotel	4:00 am	5:00 am			900.00
	Incidental Expense					180.00
Sept-30-22	Iloilo-Cebu	11:00am	12:40pm		Plane	2,951.00
	Cebu-Ormoc	2:45pm	5:00pm		Supercat	1,100.00
	Ormoc City	6:00pm	7:00pm		Dinner	150.00
	Incidental Expense					180.00
<b>TOTAL TRAVELING EXPENSES &amp; ALLOWANCES</b>						<b>Php30,331.00</b>

Prepared by:

I HEREBY 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.

APPROVED:

MARIA HAZEL BELLEZAS

Immediate Supervisor

EDGARDO E. TULIN

President



September 5, 2022

Dr. Nestor O. Gregorio  
Project Leader  
Centre for Tropical Forests and People  
University of the Sunshine Coast  
[ngregori@usc.edu.au](mailto:ngregori@usc.edu.au)

Dr. Arturo E. Pasa  
Country Project Coordinator  
ACIAR ASEM 2016/103 FLR Project  
CFES, VSU, Visca, Baybay, Leyte, Philippines

Dear Dr. Pasa:

In line with our ongoing ACIAR FLR Project, I would like to request you to conduct site visits and training on nursery accreditation, book keeping, and soil fertility management of our partner people's organizations in Iloilo on September 26-30, 2022. Together with the rest of the research team, I know that you will be able to carryout these activities successfully. The project will end next year and we need to complete all deliverable while we still have sufficient time.

Hoping for your usual support on our project.

Many thanks for your prompt assistance in this matter.

**Yours sincerely,**



NESTOR O. GREGORIO