

OBLIGATION REQUEST AND STATUS**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

No.: MOOE 02-101101-2022

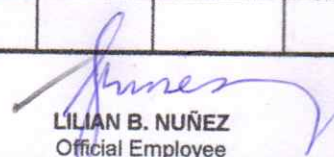
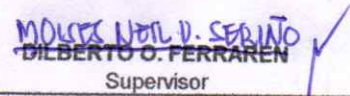

Date: Oct. 7, 2022

Fund: Gen. Fund

Payee:	LILIAN B. NUÑEZ			
Office:	ISRDS			
Address:	VSU			
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
OVPPRGAS	Reim.-travel	OVPPRGAS	5020101000	600.00
Total				600.00

A Certified:	Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal	B Certified:	Allotment available and obligated for the purpose/adjustment necessary as indicated above
Signature		Signature	
Printed Name	DILBERTO O. FERRAREN	Printed Name	ALICIA M. FLORES
Position	VP-PRGAS	Position	Admin. Officer III
Date		Date	
			Head, Budget Unit/Authorized Representative

STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
	Obligation	02-101101-2022	600.00		600.00	
	Totals		600.00		600.00	

TOTAL							
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.				Prepared by:  LILIAN B. NUÑEZ Official Employee			
 DILBERTO O. FERRAREN Supervisor				Approved by:  EDGARDO E. TULIN President			

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER10/03/2022
Date

Name : **LILIAN B. NUÑEZ**
Designation : **Assoc. Prof. V**
Destination : **NEDA Regional Office VIII Palo, Leyte**
Date of Travel : **October 6, 2022**
Purpose : **To participate in the EV RDP 2023-2028 workshop**

[Signature]
Signature

Total Expenses: _____
Source of Funds: _____
Transportation: [] University Vehicle
[] Public Conveyance

Noted/Verified:

[Signature]
MOISES NEIL V. SERIÑO
Immediate Supervisor

RECOMMENDING APPROVAL:

[Signature]
MOISES NEIL V. SERIÑO
Dean, College of Management & Economics

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

VP for Res, Extn. & Innovation

APPROVED:

[Signature]
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 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:

[Signature]
LILIAN B. NUÑEZ
Travelling Employee

Noted/verified except Clearance from Nurse :

[Signature]
MOISES NEIL V. SERIÑO
Name of Office Head/Supervisor



Republic of the Philippines
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY
Eastern Visayas Region

CERTIFICATE OF APPEARANCE

To Whom It May Concern:

This is to certify that LILIAN B. NUÑEZ of VSU was at the National Economic and Development Authority, Region VIII, Government Center, Candahug, Palo, Leyte on official business for the purpose specified below:

DATE	PURPOSE
6 October 2022	To participate in the Eastern Visayas RDP 2023-2028 Workshop on Sectoral Framework and Targets for Chapter 6.2: Strengthening Social Protection


MEYLENE C. ROSALES
Regional Director 

September to 19 October 2022 at the NEDA Regional Office VIII, Palo, Leyte.

2. Kindly refer to online file <https://tinyurl.com/ListTPGStakeholder> for the list of sectors your agency is requested to take part in.