

VISAYAS STATE UNIVERSITY
Visca, Baybay, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN
Agency Head

Visayas State University
Station

I HEREBY CERTIFY that I have completed the travel authorized in Itinerary of Travel No. _____, dated Nov. 4-5, 8-13, 15-19, 2021 under 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:

The attached documents will justify my travel

Evidence of Travel:

- ☐ Used tickets
☒ Certificate of appearance
☒ Others; Approved Travel Orders.

Respectfully submitted:


KRYSTEL KAYE M. CASINILLO
(Officer or Employee)

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


MILAGROS C. BALES
(Supervisor)