

OBLIGATION REQUEST AND STATUS VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte			No.: _____ Date: <u>February 12, 2025</u> 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		
	To Cash Advance for the Travel going to Kuala Lumpur, Malaysia to attend the ASEAN Universities Exhibition & Forum (AEF 2025) on February 22-26, 2025			P83,498.48		
	Total			P83,498.48		
A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal Signature _____ Printed Name <u>PROSE IVY G. YEPES, EdD</u> Position <u>President</u> Date _____			B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above Signature _____ Printed Name <u>ALICIA M. FLORES</u> Position <u>Head, Budget Office</u> <u>Head, Budget Unit/Authorized Representative</u> Date _____			
C STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
2/12/2025	Obligations		P83,498.48		P83,498.48	
	Totals		P83,498.48		P83,498.48	

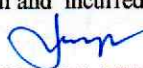

Visayas State University

Entity Name

DISBURSEMENT VOUCHER

Date : Feb. 12, 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
To Cash Advance for the Travel going to Kuala Lumpur, Malaysia to attend the ASEAN Universities Exhibition & Forum (AEF 2025) on February 22-26, 2025, as per supporting papers attached			83,498.48
			83,498.48
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:		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		Eighty Three Thousand Four Hundred Ninety Eight Pesos and Forty Eight Centavos	
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:

PROSE IVY G. YEPES, EdD

Position:

President

Official Station:

VSU, Visca, Baybay, Leyte

Residence:

VSU, Visca, Baybay, Leyte

PURPOSE OF TRAVEL:


To attend the ASEAN Universities Exhibition & Forum (AEF 2025) at Kuala Lumpur, Malaysia on February 23-25, 2025.

DATE 2024	PLACES TO BE VISITED	TIME OF DEPARTURE	TIME OF ARRIVAL	Transportation/ Per diem	TOTAL
2/22/25	VSU-Tacloban City	3:00 AM	5:00 AM	VSU Vehicle	
	Tacloban-NAIA	6:45 AM	8:05 AM	Plane RT	12,000.00
	NAIA-Kuala Lumpur	10:50 AM	2:40 PM	Plane RT	12,588.00
				Per diem	12,647.24
2/23-25/ 2025	ASEAN Universities Exhibition and Forum				
	$\$237 \text{ (based on DSA-ICSC)} \times 58.59 \text{ (USD exchange rate to Php as of Dec. 23, 2025)}$ $237 \times 58.59 = 13,885.83 \times 3 \text{ days} = 41,657.49$				
				Per diem	41,657.49
2/26/25	Kula Lumpur-NAIA	8:30 AM	12:20 PM	Plane	
	NAIA-Tacloban	1:55 PM	7:25 PM	Plane	
	Tacloban-VSU	7:40 PM	9:30 PM	VSU Vehicle	
				Per diem	4,605.75
	X-X-X-X-X-X-X-X-X				
Total					83,498.48

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

TRAVEL REQUEST / ORDER

(For Staff)

2/12/2025

Date

Name : **Prose Ivy G. Yepes, EdD**Designation : **University President**Destination : **Kuala Lumpur, Malaysia**Date of Travel : **February 22-26, 2025**Purpose : **To attend the ASEAN Universities
Exhibition & Forum (AEF 2025).**

Signature

Total Expenses:

Source of Funds : **VSU**Transportation: ☒ University Vehicle
☒ 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