

OBLIGATION REQUEST AND STATUS

Serial No. : _____

Date : May 31, 2023

Fund Cluster : _____

Entity Name

Payee

ODELO B. BALDOS

Office

ECO-FARMI

Address

VISCA, BAYBAY CITY, LEYTE

Responsibility Center

Particulars

MFO/PAP

UACS Object
Code

Amount

GENERAL FUND

To CASH ADVANCE for a trip to Palawan to attend POAP Training on June 13-16, 2023 at A&A Plaza Hotel, Puerto Princesa City, Palawan as per papers attached.....

33,230.00

Total

TOTAL

33,230.00**A.****Certified:** Charges to appropriation/allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal

Signature : _____

Printed Name: **JEROME O. ARRIBADO**Position : **DIRECTOR, ECO-FARMI**
Head, Requesting Office/Authorized Representative

Date : _____

B.**Certified:** Allotment available and obligated for the purpose/adjustment necessary as indicated above

Signature : _____

Printed Name: **ALICIA M. FLORES**Position : _____
Head, Budget Division/Unit/Authorized Representative

Date : _____

C.**STATUS OF OBLIGATION****Reference****Amount****Balance**

Date

Particulars

ORS/JEV/Check/
ADA/TRA No.

Obligation

Payable

Payment

Not Yet Due

Due and
Demandable

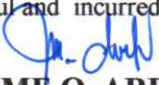
(a)

(b)

(c)

(a-b)

(b-c)



Entity Name DISBURSEMENT VOUCHER		Fund Cluster : Date : 5/31/2023 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	ODELO B. BALDOS	TIN/Employee No.:	ORS/BURS No.:
Address	VSU, Visca, Baybay City, Leyte		
Particulars		Responsibility Center	MFO/PAP
To CASH ADVANCE for a trip to Palawan to attend POAP Training on June 13-16, 2023 at A&A Plaza Hotel, Puerto Princesa City, Palawan as per papers attached..... <div style="text-align: right;">Amount Due</div>			33, 230.00
			33, 230.00
A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision. <div style="text-align: center;">  <u>JEROME O. ARRIBADO</u> Printed Name, Designation and Signature of Supervisor </div>			
B. Accounting Entry:			
Account Title		UACS Code	Debit
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			
Printed Name	NICK FREDDY R. BELLO		
Position	Head, Accounting Unit/Authorized Representative		
Date		Signature	
		Printed Name	EDGARDO E. TULIN
		Position	President
			Agency Head/Authorized Representative
		Date	
E. Receipt of Payment			JEV No.
Check/ ADA No. :		Date :	Bank Name & Account Number:
Signature :		Date :	Printed Name:
Official Receipt No. & Date/Other Documents			Date

ITINERARY OF TRAVEL

Entity Name : VISAYAS STATE UNIVERSITY

Fund Cluster:

No.: _____

Name : REYNANTE G. MACAPANAS Position : <u>SCIENCE RESEARCH ASSISTANT</u> Official Station : <u>Eco-FARMI</u>				Date of Travel : JUNE 11-18, 2023 Purpose of Travel : <u>To attend the 2023 POAP Training at A&A Plaza Hotel, Puerto Princesa City, Palawan</u>				
Date	Places to be visited (Destination)	T I M E		Means of Transportation	Transpor station	Per Diem	Others	Total Amount
		Departure	Arrival					
June 11, 2023	Residence to Baybay Port Baybay Port- Cebu (Pier 3)	6:00PM	6:30PM	Pedicab Boat			Terminal Fee Incidental	20.00
		8:00PM	3:00AM					700.00
								30.00
								150.00
June 12, 2023	Cebu (Pier 3) to Mactan Cebu Airport Mactan Cebu Airport to Puerto Princesa Airport Puerto Princesa Airport to Hotel Accomodation	4:00AM	5:00AM	Taxi				200.00
		11:10AM	12:50PM	Plane				5,000.00
		1:30PM	2:00PM	Taxi				200.00
								2,200.00
June 13, 2023	Training (A&A Hotel) Registration Fee	8:00AM	5:00PM			2,200.00		2,200.00 7,500.00
June 14, 2023	Training (A&A Hotel)	8:00AM	5:00PM			2,200.00		2,200.00
June 15, 2023	Training (A&A Hotel)	8:00AM	5:00PM			2,200.00		2,200.00
June 16, 2023	Training (A&A Hotel)	8:00AM	5:00PM			2,200.00		2,200.00
June 17, 2023	Hotel check out	12:00PM	1:00PM					
	Hotel to Puerto Princesa Airport	1:00PM	2:00PM	Taxi				200.00
	Puerto Princesa Airport to Mactan Cebu Airport	4:35PM	5:55PM	Plane				5,000.00
	Mactan Cebu Airport to Cebu (Pier 3)	6:15PM	7:15PM	Taxi				200.00
	Cebu (Pier 3) to Baybay Port	8:00PM	3:00AM	Boat				700.00 30.00 2,200.00
June 18, 2023	Baybay Port to Residence	4:00AM	4:15AM	Pedicab Pakyaw				100.00
TOTAL								33,230.00
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.  JEROME O. ARRIBADO Signature over Printed Name Immediate Supervisor				Prepared by :  REYNANTE G. MACAPANAS Signature over Printed Name				
				Approved by: EDGARDO E. TULIN Signature over Printed Name Agency Head/Authorized Representative				



26 May 2023

Mr. Jerome O. Arribado

Director, ECO-FARMI
Visca, Baybay City, Leyte

Dear **Mr. Arribado**:

Quoted hereunder is the action of the VSU Administrative Scholarship Committee during its meeting on May 18, 2023 regarding your recommendation for three (3) Administrative staff to attend the POAP training with their respective title of training, date and venue as follows:

- a. **Mr. Reynante G. Macapanas and Mr. Gelberto Valdevieso** to attend Personality Development and Development of Customer Satisfaction on June 13-16, 2023 at A & A Plaza Hotel, Puerto Princessa City, Palawan with the registration fee of P7,500.00 per participant plus per diem and transportation allowance.

VASC Res. No. 49
Series of 2023


Action: Recommending approval for only one participant with a maximum of amount of P35,000.00 and must use economical means of transportation.

- b. **Mr. Odelo B. Baldos** to attend Problem Solving and Decision Making on July 25-28, 2023 at Bohol Shore's Resort Hotel, Tagbilaran City.

VASC Res. No. 50
Series of 2023

Action: Recommending approval with a maximum amount of P35,000.00 and must use economical means of transportation.

Certified True and Correct:


MA. FEL L. GAYANILO
Secretary, VASC

cc: **Mr. Reynante G. Macapanas**
Mr. Gelberto Valdevieso
Mr. Odelo B. Baldos
LDRAO File