

Arturo E. Pasa

**ITINERARY OF TRAVEL**  
Visayas State University  
AGENCY

ITINERARY OF TRAVEL				DATE	
Name <b>ARTURO E. PASA</b>				Position: In-Country Project 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	TOTAL
		DEPARTURE	ARRIVAL	MEANS	
26-Sep-22	VSU-Ormoc City	4:30am	5:30 am	Project Vehicle	
	Ormoc City- Cebu City	6:15 am	9:30am	Oceanjet (Charged to Project)	
	Cebu Pier 1-Cebu Airport	10:30am	10:50am	Taxi	200.00
	Iloilo Airport- Alexis Hotel	6:15pm	7:10pm	Taxi	300.00
	Per diem				1,770.00
27-Sep-22					
	Alexis Hotel in Iloilo-Brgy. Taloato (visit PO TUCODA Interview Socioeconomics)	6:00am	8:30am		
	Brgy. Manduawak, San Dioniso- Alexis Hotel	4:00pm	5:00pm		
	Per diem				1,800.00
28-Sep-22					
	visit PO DECCA and Interview Socioeconomics	7:00am	8:30am		
	Brgy. Del Castillo, Sara- Brgy. Pangl, San Dioniso visit PO PACEDA and Interview Socioeconomics	1:00pm	4:00pm		
	Per diem				1,800.00
29-Sep-22					
	Iloilo City-NAIA Terminal 2	11:00-11:45			
	NAIA Terminal 2- Sibulan, Dumaguete Airport				
	Sibulan, Dumaguete- DENR Office PENRO		10:20am		
	DENR Office PENRO- Hotel in Sibulan, Dumaguete				
	Per diem				1,800.00
Sept-30-2022					
	From Essencia Hotel travel to Ayungon Mechanize Nursery	6:00am-8:00AM		Taxi	300.00
	Travel Back from Ayungon to Essencia Hotel	2:30pm	3:55pm		900.00
	Per diem				
Oct 01-2022					
	Travel to Dumaguete Airport to Cebu City	2:10pm	3:00pm	Charged to Project	
	Cebu City- Ormoc City	3:00pm	7:00pm		
	Ormoc City- VSU	7:00pm	7:50 pm	Project Vehicle	
<b>TOTAL TRAVELING EXPENSES &amp; ALLOWANCES</b>					<b>Php8,870.00</b>

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.

Prepared by

**ARTURO E. PASA**

In-Country Project Leader

APPROVED:

**EDGARDO E. TULIN**

President

**ANATOLIO N. POLINAR**

Immediate Supervisor