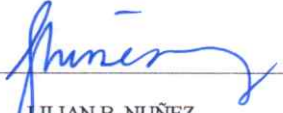


OBLIGATION REQUEST AND STATUS				Serial No. : _____			
VISAYAS STATE UNIVERSITY Entity Name				Date : <u>June 21, 2023</u>			
				Fund Cluster : <u>COLLABDev (EXT102)</u>			
Payee	IAN DAVE B. CUSTODIO						
Office	Department of Economics						
Address	Visayas State University, Visca, Baybay City, Leyte						
Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount			
ISRDS	To CASH ADVANCE for travel expenses incurred in attending the BIDANI Network National Convention at Umali Auditorium, SEARCA, UPLB, Laguna on July 11-15, 2023 as per supporting papers hereto attached in the amount of		EXT102	25,460.00			
Total				25,460.00			
A. Certified: Charges to appropriation/allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal Signature :  Printed Name: <u>LILIAN B. NUÑEZ</u> Position : <u>Director, ISRDS</u> Head, Requesting Office/Authorized Representative 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>Admin. Officer V</u> Head, Budget Division/Unit/Authorized Representative Date : _____				
C. STATUS OF OBLIGATION							
Reference			Amount				
Date	Particulars	ORS/JEV/Check/ADA/TRA No.	Obligation	Payable	Payment	Balance	
						Not Yet Due	Due and Demandable
			(a)	(b)	(c)	(a-b)	(b-c)

ITINERARY OF TRAVEL

Entity Name : **VISAYAS STATE UNIVERSITY**Fund Cluster: **COLLABDev for Inopacan Development (EXT102)**

No.: _____

Name : IAN DAVE B. CUSTODIO Position : BMIS Project Leader Official Station : DOE				Date of Travel : JULY 11-15, 2023 Purpose of Travel : To attend the BIDANI Network National Convention at Umali Auditorium, SEARCA, UPLB, Laguna				
Date	Places to be visited (Destination)	T I M E		Means of Transportation	Transpor- station	Per Diem	Others	Total Amount
		Departure	Arrival					
July 11, 2023	VSU to Tac. Airport	8:00AM	10:00AM	CV				15,000.00
	Tac. Airport-Mla. Airport	12:30PM	1:30PM	Plane (Round Trip)				
	Mla. Airport-Bus Terminal	2:30PM	3:00PM	Taxi	300			2,480.00
	Bus Terminal-UPLB	3:00PM	4:00PM	Bus	200	1,980.00		
July 12, 2023	Convention (SEARCA)	8:00AM	5:00 PM			2,200.00		2,200.00
July 13, 2023	Convention (SEARCA)	8:00AM	5:00PM			2,200.00		2,200.00
July 14, 2023	UPLB-Bus Terminal,Mla	2:00PM	4:00PM	Bus	300			2,700.00
	MlaBus Terminal-Pasay at Visca Manila Office	4:00PM	5:00PM	Taxi	200	2,200.00		
July 15, 2023	VMO Pasay-Mla. Airport	9:00AM	10:00AM	Taxi	300			880.00
	Mla. Airport-Tac. Airport	11:00AM	12:00P.M	Plane		880.00		
	Tac. Airport-VSU	1:00P.M.						880.00
	x-x-x-x-x-							25,460.00
TOTAL								25,460.00
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. ZYRA MAY H. CENTINO Signature over Printed Name Immediate Supervisor				Prepared by : IAN DAVE B. CUSTODIO Signature over Printed Name				
				Approved by: EDGARDO E. TULIN Signature over Printed Name Agency Head/Authorized Representative				



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

6/6/2023

Date

Name+A11:F38A1 : **Ian Dave B. Custodio**
 Designation : **Instructor**
 Destination : **Univ. of the Philippines, Los Baños, Laguna**
 Date of Travel : **July 11-15, 2023**
 Purpose : **To participate in BIDANI Convocation (July 12-13 2023) and BIDANI network meeting (July 14, 2023)**

Signature

Total Expenses:

Source of Funds

Transportation:

~~STF Extension Funds~~ **COLLAGEDEV**

[x] University Vehicle

[] Public Conveyance

Noted/Verified:

ZYRA MAY H. CENTINO
 Immediate Supervisor

RECOMMENDING APPROVAL:

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

ANTONIO P. ABAMO
 In-charge of funds (If other than the
 Dept/Office Head)

Vice President , Research &
 Extension

APPROVED:

EDGARDO E. TULIN
 President



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST TO GO ON TRAVEL (please check):

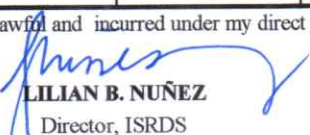
- ☐ Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
- ☐ Invitation from the organizer of the activity/conference/ meeting (if applicable)
- ☐ Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19 will be observed 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:

IAN DAVE B. CUSTODIO
 Travelling Employee

Noted/verified except Clearance from Nurse :

ZYRA MAY H. CENTINO
 Name of Office Head/Supervisor

VISAYAS STATE UNIVERSITY Entity Name		Fund Cluster : COLLABDev EXT102	
DISBURSEMENT VOUCHER		Date : June 21, 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	IAN DAVE B. CUSTODIO	TIN/Employee No.:	ORS/BURS No.:
Address	Visayas State University, Visca, Baybay City, Leyte		
Particulars		Responsibility Center	MFO/PAP
To. CASH ADVANCE for travel expenses incurred in attending the BIDANI Network National Convention at Umali Auditorium, SEARCA, UPLB, Laguna on July 11-15, 2023 as per supporting papers hereto attached in the amount of		ISRDS	25,460.00
Amount Due			25,460.00
A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.			
 LILIAN B. NUÑEZ Director, ISRDS Printed Name, Designation and Signature of Supervisor			
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		Signature	
Printed Name	NICK FREDDY R. BELLO	Printed Name	EDGARDO E. TULIN
Position	Accountant II Head, Accounting Unit/Authorized Representative	Position	President Agency Head/Authorized Representative
Date		Date	
E. Receipt of Payment			JEV No.
Check/ ADA No. :		Date :	Bank Name & Account Number:
Signature :	IDBCUSTODIO	Date :	Printed Name:
Official Receipt No. & Date/Other Documents			Date