

# ITINERARY OF TRAVEL

(Appendix A)

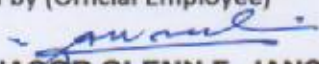
Revised January 1992

ITINERARY OF TRAVEL NO.	Date: November 16-20, 2022
Name: JACOB GLENN F. JANSALIN	Position: BAC TWG
OFFICIAL STATION: VSU Main	Residence: Baybay City, Leyte
Purpose: To conduct post-qualification of suppliers (De Leon Import and Export Corp, Labotech Trading, Prexiphil Corp, and SERV Enterprises)	

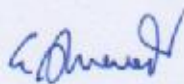
Date (2022)	Places to be Visited	Time		Means of Transportation	Travelling Allowances
		Departure	Arrival		
Nov 16	VSU Campus - Tacloban Airport	3:00 AM	5:30 AM	VSU Vehicle	
	Tacloban - Manila - Tacloban			Airplane	5,837.72
	Tacloban - NAIA Manila	6:30 AM	7:30 AM	Airplane	
	NAIA -VSU Office, Pasay City	7:50 AM	9:00 AM	Taxi	<i>paid by L. Escala</i>
	VSU Office - Diliman Quezon City	9:30 AM	11:30 AM	Taxi	300.00
	BSWM (Post Qualification of De Leon Import and Export Corp)	1:00 PM	2:00 PM		
	BSWM - De Leon Import and Export Corp (Office), Kalayaan Central QC	2:10 PM	2:30 PM	Jeep	20.00
	(Post Qualification of De Leon Import and Export Corp)	2:40 PM	3:40 PM		
	De Leon - VSU Office, Pasay	4:00 PM	6:30 PM	Taxi	<i>paid by L. Escala</i>
	Per Diem				2,200.00
Nov 17	VSU Office - Serv Enterprises, Mayamot, Antipolo, Rizal	6:30 AM	8:20 AM	Taxi	<i>paid by L. Escala</i>
	Post Qualification of Serv Ent. *	8:30 AM	9:20 AM		
	Antipolo Rizal - Tiaong, Guiguinto, Bulacan (EP Material Testing Center)	9:30 AM	12:30 PM	Taxi	300.00
	Post Qualification of Prexiphil	1:10 PM	1:50 PM		
	Guiguinto, Bulacan - Balut, Tondo (Prexiphil Office)	2:00 AM	3:40 nn	Taxi	<i>paid by Sir Pastor</i>
	Post Qualification of Prexiphil	4:00 PM	4:50 PM		
	Balut, Tondo - VSU Office, Pasay	5:00 PM	7:00 PM	Taxi	<i>paid by L. Escala</i>
	Per Diem				2,200.00
Nov 18	VSU Office - Suiza Medical Enterprise, Champaca, Las Piñas City	6:30 AM	8:30 AM	Taxi	<i>paid by L. Escala</i>
	Post Qualification of Labotech Trading	8:40 AM	9:40 AM		
	Las Piñas City - San Antonio Valley, Parañaque City (Labotech Trading Office)	10:00 AM	11:00 AM	Taxi	300.00
	Post Qualification of Labotech Trading	11:10 AM	12:10 nn		
	Parañaque City- VSU Office, Pasay	1:00 PM	2:30 PM	Taxi	<i>paid by Sir Pastor</i>
	Per Diem				2,200.00
Nov 19	<i>Personal</i>				
Nov 20	VSU Office - NAIA	7:00 AM	8:30 AM	Taxi	300.00
	NAIA - Tacloban Airport	10:00 AM	11:30 AM	Plane	
	Tacloban Airport - Van Terminal	1:00 PM	3:00 PM	Jeep	40.00
	Tacloban - Baybay			Van	350.00
	Baybay Terminal - VSU			Multicab	20.00
	Per Diem				810.00
GRAND TOTAL P					14,877.72

I CERTIFY that (1) I have reviewed the foregoing itinerary, (2) the travel necessary to the services, (3) the period covered is reasonable and (4) the expenses claimed are proper.

Prepared by (Official Employee)

  
**JACOB GLENN F. JANSALIN**  
(Official Employee)

Approved by (Head of Agency)



**ELIZABETH S. QUEVEDO**  
Supervisor

**EDGARDO E. TULIN**  
President

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

**CERTIFICATE OF TRAVEL COMPLETED**

**EDGARDO E. TULIN**

Agency Head

**VSU, Baybay City, Leyte**

Station

**December 5, 2022**

I HEREBY CERTIFY that I have completed the travel authorized in Itinerary of Travel No. \_\_\_\_\_ dated **November 16-20, 2022**, under the 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.

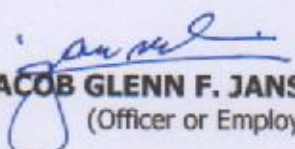
Explanation or justifications:

\_\_\_\_\_  
\_\_\_\_\_

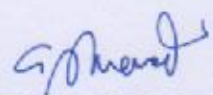
**Evidence of Travel:**


- ☒ Approved Travel Request
- ☒ Certificate of Appearance
- ☐ Others: Plane Tickets, Van ticket

Respectfully submitted:

  
**JACOB GLENN F. JANSALIN**  
(Officer or Employee)

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

  
**ELIZABETH S. QUEVEDO**  
(Supervisor)

	BUREAU OF SOILS AND WATER MANAGEMENT		Reference Code: BSWM_PE_FR_0884	
			Control No.:	
	CERTIFICATE OF APPEARANCE		Effective date: May 4, 2020	
			Rev. No. 2	Page No.: 1 of 1

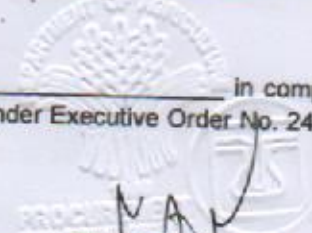
Issuing Unit	BSWM Procurement Management Section
Address	BSWM Q.C
Contact Information	(3218) 8273-2474

This is to certify that Mr. JACOB GLENN F. JANSALIN of VSU has personally appeared in this place/office on NOV. 14, 2022 and departed on NOV. 16, 2022 for the purpose of:

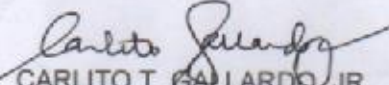
Conducted verification of Contract Implementation of De Leon Import and Export Corporation.

This certification is issued upon request of \_\_\_\_\_ in compliance with standing and auditing rules and regulations as provided for under Executive Order No. 248, Series of 1995.

Date of Execution	November 14, 2022
Place of Execution	BSWM Q.C

  
DENISE A. SOLANO  
Head, Procurement Management Section

Certified by:

  
CARLITO T. GALLARDO, JR.  
Project Manager

dlicorp/local.odl/Visayas State University/CTG/mdv

**Office Address:**  
3F ODELCO Building  
128 Kalyaan Avenue  
Central, Quezon City 1100  
Philippines

**E-mail Address:**  
dlicorp@odelco.com  
inquire@odelco.com

**Website:**  
www.odelco.com

**Telephone Numbers:**  
63 (2) 8 924-2672  
0939-7678295



# DE LEON IMPORT & EXPORT CORPORATION

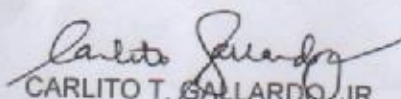
November 16, 2022  
Ref: I/mdv/221116

## CERTIFICATE OF APPEARANCE

### CERTIFICATE OF APPEARANCE

This is to certify that **MR. JACOB GLENN F. JANSALIN** – Technical Working Group of **VISAYAS STATE UNIVERSITY**, Visca, Baybay City, Leyte appeared in this office to attend and conduct **Post Qualification** for the **Supply and Delivery of Laboratory Equipment and Supplies (GOODS-22-52) – Item No. 1 Handheld Photosynthesis System.**

Certified by:

  
**CARLITO T. GALLARDO, JR.**  
Project Manager

dlicorp/local.odl/Visayas State University/CTG/mdv

**Office Address:**  
3F ODELCO Building  
128 Kalayaan Avenue  
Central, Quezon City 1100  
Philippines

**E-mail Address:**  
dlicorp@odelco.com  
inquire@odelco.com

**Website:**  
www.odelco.com

**Telephone Numbers:**  
63 (2) 8 924-2672  
0939-7678295

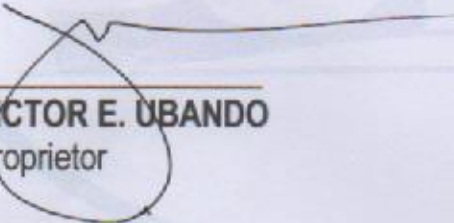


**SERV ENTERPRISES**

## **CERTIFICATE OF APPEARANCE**

This is to certify that **Mr. Jacob Glenn F. Jansalin** of Visayas State University, appeared in our office on November 17, 2022 to conduct Post-Qualification.

Issued this 17<sup>th</sup> day of November, 2022 at **SERV Enterprises**, #53A Lot 7 Blk. 20 Saint James St., Maries Village II Phase 2, Mayamot, Antipolo City, Philippines.

  
**VICTOR E. UBANDO**  
Proprietor

## CERTIFICATE OF APPEARANCE

To Whom It May Concern:

THIS IS TO CERTIFY that Mr./Ms. JACOB GLENN F. JANSALIN

BAC TWG of VISAYAS STATE UNIVERSITY  
(Designation) (Department/Agency)

has appeared in this office EP MATERIALS TESTING CENTER, Guiguinto, Bulacan

on Nov 21, 2022 for the purpose of Post Qualification

Issued upon the request of the interested party on this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

Infantado 11/17/2022  
maria kate Infantado

Issued upon the request of the interested party on this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

Stefanie C. LAS

## CERTIFICATE OF APPEARANCE

To Whom It May Concern:

THIS IS TO CERTIFY that Mr./Ms. JACOB GLENN F. JANSALIN

BAC TWG  
(Designation)

of

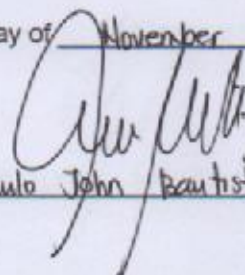
VISAYAS STATE UNIVERSITY

(Department/Agency)

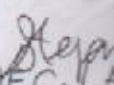
has appeared in this office PREXIPHIL CORPORATION, Balut Tondo

on Nov. 17, 2022 for the purpose of Post Qualification

Issued upon the request of the interested party on this 17th day of November 2022.

  
Paulo John Bautista

Issued upon the request of the interested party on this 18th day of November 2022.

  
STEFANIE C. CAS

## CERTIFICATE OF APPEARANCE

To Whom It May Concern:

THIS IS TO CERTIFY that Mr./Ms. JACOB GLENN F. JANSALIN

BAC TWG  
(Designation)

of

VISAYAS STATE UNIVERSITY  
(Department/Agency)

has appeared in this office SUIZA MEDICAL ENTERPRISES, Las Piñas City

on 18TH OF NOVEMBER for the purpose of Post Qualification

Issued upon the request of the interested party on this 18TH day of NOVEMBER 2022.

EVANGELISTA / SABRINA

Issued upon the request of the interested party on this 18th day of November

STEFANIE C. LAS



LABOTECH  
TRADING

*"Delivers 99.9% Client Satisfaction..."*

### CERTIFICATE OF APPEARANCE

To Whom it May Concern:

THIS IS TO CERTIFY that Mr./Ms. JACOB GLENN F. JANSALIN, BAC TWG of Visayas State University  
Has appeared in the office LABOTECH TRADING, Paranaque City on November 18, 2022 for the purpose of Post  
Qualification

Issued upon the request of the interested party on this 18th day of November 2022

*Stefanie C. Laspinas*  
STEFANIE C. LASPINAS



# TRAVELSOUP TOURS AND HOLIDAYS

D. Veloso Street, Zone 7, Baybay City

LEAH C. CLARANG - Proprietor

NON VAT Reg. TIN: 922-427-491-000

Tel. No. (053) 563-8346 Globe #: 09158585538

In Settlement of the following:	
Invoice No.	Amount
Total Sales	
Less: SG/PWD Discount	
Total Due	
Total Payment	
Change	
Form of Payment:	
Cash <input type="checkbox"/>	Check <input type="checkbox"/>
Check No.:	

## OFFICIAL RECEIPT

Date 11/15/22

Received from Mr. Jacob Glenn Jansalin

with TIN

and address at Baybay City

engaged in the business style of

the sum of Five thousand eight hundred thirty-seven & 72/100

pesos (P 5,837.72) in partial/full payment for Roundtrip ticket flight

Domestic (TAC-MNL-TAC) via Cebu

Sr. Citizen TIN:

By: [Signature]

Authorized Signature

OSCA/PWD ID No.

Signature

No **3541**

Accreditation No. 089MP20190000000001

Date Issued 03-15-19

"THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES"  
THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP

25 Bkts (50x2) 2501-3750

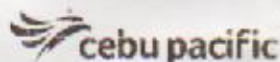
Authority to Print No. 2A0002711004

Issued: 06/30/21 Valid Until: 07/01/26

BAYBAY PRINTSHOP

WALDO P. ROA IV TIN: 183-801-468-000 VAT

Baybay Ave., Baybay, Leyte



Flight **5J650** 16Nov22  
JANSALIN/JACOBGLENN  
GETGO

**TAC** ▶ **MNL**  
Tacloban Manila

Gate

**2**

Seat

**11A**

Please be at the boarding gate before: **0545H**

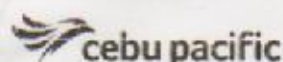


Seq 42

(BG20, WAF1, PR5Y)

cebupacificair.com

cebupacificair



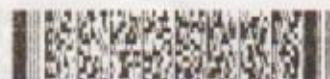
**5J650** 16Nov22  
JANSALIN/JACOBGLENN

**TAC** ▶ **MNL**

Seat

**11A**

Seq 42





**"THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES"**

Van Van - Baybay Terminal

**BUDGET UTILIZATION REQUEST AND STATUS****VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

No.: 02-206441-2022-11-3747

Date: November 9, 2022

Fund: STF

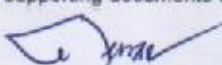
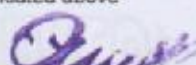
Payee: JACOB GLENN F. JANSALIN

Office: DoPAC

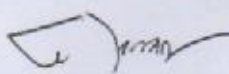
Address: VSU, Visca, City of Baybay, Leyte

Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
STF	Pre-Travel Allowance to Quezon City, Las Piñas, Parañaque, Bulacan, Tondo, and Antipolo, Mia on November 16-20, 2022 in the amount of . . . . .	100000000	5020	P (22,670.00) 22500

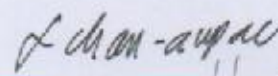
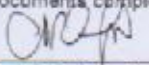
**TOTAL****P (22,670.00)**

<b>A</b> Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal	<b>B</b> Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above
Signature 	Signature 
Printed Name <b>DILBERTO O. FERRAREN</b>	Printed Name <b>ALICIA M. FLORES</b>
Position <b>Chairman, BAC</b>	Position <b>Administrative Officer III</b>
Date <b>November 9, 2022</b>	Date <b>Head, Budget Unit/Authorized Representative</b>

<b>STATUS OF OBLIGATION</b>						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
	Obligations		P 22,670.00		P 22,670.00	
	<b>TOTALS</b>		P 22,670.00		P 22,670.00	

  
**DILBERTO O. FERRAREN**  
 Chairman, BAC

<b>B ACCOUNTING ENTRY:</b>			
ACCOUNT TITLE	UACS CODE	DEBIT	CREDIT
Advances to Officers and Employees	19000000	22500	
Cash in Bank	10000000		22500

<b>C</b> CERTIFIED:	<b>D</b> 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	 <b>EDGARDO E. TULIN</b> President (Agency Head/Authorized Representative)
SIGNATURE 	SIGNATURE
PRINTED NAME <b>NICK FREDDY R. BELLO</b>	PRINTED NAME
POSITION <b>OIC, Head Accounting Unit</b>	POSITION
(Head, Accounting Unit/Authorized Representative)	(Agency Head/Authorized Representative)
DATE	DATE

E	RECEIPT OF PAYMENT:			JEV NO.
CHECK / ADA NO.:		DATE:	BANK NAME & ACCOUNT NUMBER:	
SIGNATURE:	JACOB GLENN F. JANSALIN	DATE:	PRINTED NAME:	
OFFICIAL RECEIPT NO. & DATE/OTHER DOCUMENTS:				



Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte

**DISBURSEMENT VOUCHER**

FUND CLUSTER:

**MODE OF PAYMENT**

☐

MDS CHECK

☐

COMMERCIAL CHECK

☐

ADA

☐

OTHERS

DATE: November 9, 2022

DVD NO.:

PAYEE/OFFICE

JACOB GLENN F. JANSALIN

TIN/Employee No.

OS/BUS No.

ADDRESS

VSU, Baybay City, Leyte

PARTICULARS	RESPONSIBILITY CENTER	MFO/PAP	AMOUNT
Pre-Travel Allowance to Quezon City, Las Piñas, Parañaque, Bulacan, Tondo, and Antipolo, Mis on November 16-20 2022 in the amount of . . . .	STF		P (22,670.00)
<div>RECEIVED 4:35 PM 11 NOV 2022 13953</div>			
AMOUNT DUE			P 22500 (22,670.00)

**A** CERTIFIED: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.

DILBERTO O. FERRAREN  
Chairman, BAC

**B** ACCOUNTING ENTRY:

ACCOUNT TITLE	UACS CODE	DEBIT	CREDIT
Advances to Officers and Employees	190040	22900	
Cash in Bank	100000		22900

**C** CERTIFIED:

☐

Cash available

☐

Subject to Authority to Debit Account (when applicable)

☐

Supporting documents complete and amount claimed

SIGNATURE

PRINTED NAME

POSITION

NICK FREDDY R. BELLO

OIC, Head Accounting Unit

(Head, Accounting Unit/Authorized Representative)

DATE

**D** APPROVED FOR PAYMENT:

SIGNATURE

PRINTED NAME

POSITION

DATE

EDGARDO E. TULIN

President

(Agency Head/Authorized Representative)

**E** RECEIPT OF PAYMENT:

JEV NO.

CHECK / ADA NO.:	DATE:	BANK NAME & ACCOUNT NUMBER:	
SIGNATURE:	DATE:	PRINTED NAME:	DATE:
JACOB GLENN F. JANSALIN			

OFFICIAL RECEIPT NO. & DATE/OTHER DOCUMENTS:



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER

November 08, 2022  
Date

Name : JACOB GLENN F. JANSALIN  
Designation : Assoc. Prof/ BAC TWG Member Signature  
Destination : Diliman, QC and Antipolo, Rizal Mla  
Date of Travel : November 18-20, 2022  
Purpose : To conduct Post Qualification of suppliers (De Leon Import and Export Corporation, SERV Enterprises, Labotech Trading, and Prexiphil Corporation).

Total Expenses: \_\_\_\_\_  
Source of Funds: \_\_\_\_\_  
Transportation: [ ] University Vehicle  
[ ] Public Conveyance

Noted/Verified:

ELIZABETH S. QUEVEDO  
Office Head/Immediate Supervisor

Recommending Approval:

DILBERTO O. FERRAREN  
if other than the Dept./Office Head

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 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:

  
JACOB GLENN F. JANSALIN  
Name of Travelling Employee

Noted/verified except clearance from nurse:

  
ELIZABETH S. QUEVEDO  
Name of Office Head/Supervisor