


LIQUIDATION REPORT VISAYAS STATE UNIVERSITY Agency		No.	
		Date	Sept. 5, 2023
		Responsibility Code:	
PARTICULARS			Amount
To LIQUIDATE a Cash Advance for travel to attend 2023 POAP Training on "Towards Effective Managerial Competencies" on August 22-25, 2023, as per the papers attached.			CA <u>29,709.78</u>
TOTAL AMOUNT SPENT			29,709.78
AMOUNT OF CASH ADVANCE PER DV NO. _____ Dated: _____			29,800.00
AMOUNT Collectible (Refundable) OR NO. _____ DV No. _____ Dated: _____			90.22
A Certified: Correctness of the above data <div style="text-align: center;">  <u>JEROME O. ARRIBADO</u> Claimant </div>	B Certified: Purpose of travel/cash advance duly accomplished <div style="text-align: center;"> <u>MARIA JULIET C. CENIZA</u> Immediate Supervisor </div>	Certified: Supporting documents complete and proper <div style="text-align: center;"> <u>NICK FREDDY R. BELLO</u> OIC Head, Accounting Office </div>	

ITINERARY OF TRAVEL

Entity Name : VISAYAS STATE UNIVERSITY

Fund Cluster:

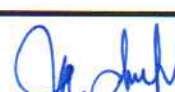
No.: _____

Name : JEROME O. ARRIBADO Position : <u>Instructor I/Director</u> Official Station : <u>Eco-FARMI</u>				Date of Travel : August 21-26, 2023 Purpose of Travel : <u>To attend the 2023 POAP Training Boracay "Towards Effective Managerial Competencies Aug. 22-25, 2023 held at Eurotel, Boracay</u>				
Date	Places to be visited (Destination)	T I M E		Means of Transportation	Transportation station	Per Diem	Others	Total Amount
		Departure	Arrival					
8/20/23	Residence to Baybay Port	5:00pm	6:00pm	Multicab				20.
	Residence to Baybay Port	8:00pm	3:30am	Boat			Terminal Fee	11.
	Cebu Port - Mactan Airport	5:00am	6:00am	Taxi				250.
	Mactan Airport - Caticlan Airport	2:30pm	3:20pm	Airplane				4,706.
8/21/23	Caticlan Airport - Caticlan Jetty Port	3:30pm	3:50pm	tricycle				75.
	Caticlan Jetty Port - Boracay Jetty Port	4:00pm	4:15pm	boat			Terminal fee	150.
	Boracay Jetty Port - Wendy's Apartelle, Boracay	4:20pm	4:40pm	Van				350.
						1,800.00		50.
								1,800.
8/22-25/23	Training on "Towards Effective Managerial Competencies" at Eurotel, Boracay	8:00am	5:00pm			7,200.00		7,200.
	Registration Fee							7,500.
	Wendy's Apartelle, Boracay -							
8/26/23	Boracay Jetty Port	6:30am	6:45am	Van				50.
	Boracay Jetty Port - Caticlan Jetty	7:15am	7:30am	Boat				50.
							Terminal Fee	30.
	Caticlan Jetty Port - Caticlan Airport	8:00am	8:30am	tricycle				75.
	Caticlan Airport - Mactan Airport	12:30pm	1:30pm	Airplane				4,706.
	Mactan Airport - Cebu Port	1:30pm	3:30pm	Taxi				100.
	Cebu Port- Ormoc Port	4:30pm	7:30pm	Boat				1,100.
							Terminal Fee	25.
	Ormoc Port - Residence	7:30pm	8:30pm	Van				100.
						720.00		720.
TOTAL								29,709.7

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.

MARIA JULIET C. CENIZA
Signature over Printed Name
Immediate Supervisor

Prepared by :


JEROME O. ARRIBADO
Signature over Printed Name

Approved by:

EDGARDO E. TULIN
Signature over Printed Name
Agency Head/Authorized Representative

VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte
Station

EDGARDO E. TULIN

Agency Head

Date : September 5, 2023

I CERTIFY THAT I have completed the travel authorized in Itinerary of Travel No. ____
dated (Please see attached), under conditions indicated below.

- ☐ Strictly in accordance with the approved itinerary
- ☐ Cut short as explained below. Excess of payment in the amount of _____, was refunded under O.R No. _____ dated _____.
- ☐ Extended as explained below. Additional itinerary was submitted.
- ☒ Other deviations as explained below.

Explanations of justifications:

Changed the route traveling back to Baybay Residence in order
to minimize travel time.

Evidences of Travel

- ☒ Used Tickets
- ☒ Certificate of Appearance
- ☒ Others

Respectfully submitted:



JEROME O. ARRIBADO

Employee

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

MARIA JULIET C. CENIZA

Supervisor

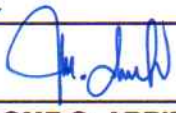
VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS

Pursuant to

COA Circular No. 2017-001 dated June 19, 2017

Name of Employee:	JEROME O. ARRIBADO	Employee No.	
Office:	Eco-FARMI		
Division:			
Particulars		Amount (₱)	
Residence to Baybay Port, fare		20.00	
Cebu Port - Mactan Airport, fare		250.00	
Boracay Jetty Port - Wendy's Apartelle Boracay, fare		50.00	
Wendy's Apartelle Boracay - Boracay Jetty Port, Fare		50.00	
Mactan airport - Cebu Port, Fare		100.00	
Ormoc - Residence		100.00	
TOTAL		570.00	
Purpose			
To attend the 2023 POAP Training on "Towards Effective Managerial Competencies" on August 22-25, 2023			
<i>I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipts. And that I am fully aware that willful falsification of statements is punishable by law.</i>			
	Certified correct:	Noted by:	
Signature			
Printed Name	JEROME O. ARRIBADO	MARIA JULIET C. CENIZA	
	Employee	Immediate Supervisor	
	Date	Date	



PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINE, INC.
A Civil Service Commission (CSC)-Accredited Learning and Development Institution
No. 9 Biscayne Street, South Fairview, Brgy. Fairview Park, Quezon City 1118
(02)8373-3468 Website: www.poap.org.ph

Certificate of Appearance

This is to certify that

JEROME O. ARRIBADO

appeared during the training on
Towards Effective Managerial Competencies

held on August 22 - 25, 2023
at La Carmela de Boracay, Station 2, Boracay Island, Malay Aklan


SOMERADO M. PANDAPATAN
Facilitator

Personnel Officers Association of the Philippines, Inc.

A Civil Service Commission (CSC)-Accredited Learning and Development Institution



No.9 Biscayne Street, South Fairview, Brgy Fairview Park, Quezon City
poap_org@yahoo.com Tel Nos: (02) 8373-3468, 0917-8614273 & 0949-8892046

Certificate of Participation

is awarded to

JEROME O. ARRIBADO

for having completed thirty-two (32) training hours on

Towards Effective Managerial Competencies

*held on August 22 - 25, 2023
at La Carmela de Boracay, Station 2, Boracay Island, Malay Aklan*


SOMERADO M. PANDAPATAN
President