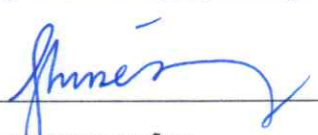


OBLIGATION REQUEST AND STATUS				Serial No. : _____			
VISAYAS STATE UNIVERSITY Entity Name				Date : June 20, 2023			
				Fund Cluster : General Fund			
Payee	CAPARAS, Merry Jean A.						
Office	Institute for Strategic Research and Development Studies (ISRDS)						
Address	Visayas State University, Visca, Baybay City, Leyte						
Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount			
ISRDS	CASH ADVANCE- Travel Present paper on the XVIII Water Congress, Beijing China (Sept.11-19,2023)			50000.00			
Total				50,000.00			
A.	Certified: Charges to appropriation/allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal Signature :  Printed Name: LILIAN B. NUÑEZ Position : Asso. Prof/Director 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 : Admin. Officer V 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	
			(a)	(b)	(c)	Not Yet Due (a-b)	Due and Demandable (b-c)

ITINERARY OF TRAVEL

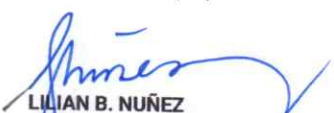
Entity Name : VISAYAS STATE UNIVERSITYFund Cluster: General Fund

No.: _____

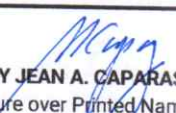
Name : MERRY JEAN A. CAPARASPosition : Instructor IOfficial Station : ISRDSDate of Travel : September 11-15, 2023Purpose of Travel : To present a paper on the XVIII World Water Congress Water for All: Harmony Between Human and Nature in Beijing, China.

Date	Places to be visited (Destination)	T I M E		Means of Transportation	Daily Time Exp.	Plane and Re- gistration Fee	Total Amount
		Departure	Arrival				
2023					Registration Fee	350	19,250.00
					Visa Cost = Php 2000 + travel to the embassy for appli- cation + pick-up P7000.00	USD*55php	7,000.00
Sept.19, 2023	VSU-Tacloban airport Tacloban-Manila	5:00am 8:30a.m. 6:20p.m.	7:00am 9:55a.m. 8:50a.m.	Van	Per diem local travel all. 2200.00		38,000.00
Sept. 11-15, 2023	5 days conference				Per diem interna- tional travel (DSA Circular Report)	Round trip plane (local and interna- tional) plus baggage	
					DSA USD100 x Php 55 x 5 days		27,500.00
Sept.16,2023	In China (weekend break)						
	PEK-Manila	8:20pm	3:45pm	Plane			
Sept.17,2023	Manila-Tacloban Tacloban-VSU	5:00pm 8:00pm	7:00pm 11:00pm	Plane VSU Vehi			2,200.00
TOTAL							93,950.00

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.


LILIAN B. NUÑEZ
Signature over Printed Name
Immediate Supervisor

Prepared by :


MERRY JEAN A. CAPARAS
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

6/20/2023

Date

Name : Merry Jean A. Caparas
Designation : Instructor 1 *Signature*
Destination : Beijing, China
Date of Travel : Sept. 11-19, 2023
Purpose : To present a paper on the XVIII World Water Congress
Water for All: Harmony between Human and Nature in
Beijing China.

Total Expenses:

Source of Funds General fund

Transportation: [x] University Vehicle
[] Public Conveyance

Noted/Verified:

Signature
LILIAN B. NUÑEZ
Immediate Supervisor

RECOMMENDING APPROVAL:

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

In-charge of funds (If other than the
Dept/Office Head)

BEATRIZ S. BELONIAS
VP for Academic Affairs

APPROVED:

EDGARDO E. TULIN
President



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

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

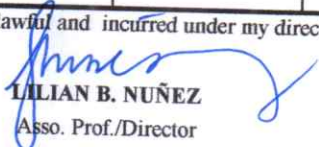
- ☐ Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
- ☐ Invitation from the organizer of the activity/conference/meeting (if applicable)
- ☐ Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19 will be observed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

Signature
MERRY JEAN A. CAPARAS
Travelling Employee

Noted/verified except Clearance from Nurse :

Signature
LILIAN B. NUÑEZ
Name of Office Head/Supervisor

VISAYAS STATE UNIVERSITY Entity Name		Fund Cluster : Gen. Fund	
DISBURSEMENT VOUCHER		Date : June 20, 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	Merry Jean A. Caparas	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 while on official travel to Beijing China to present a paper, on the XVIII World Water Congress for all on September 11-15, 2023 as per supporting papers hereto attached in the amount of			50000.00
Amount Due			50,000.00
A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.			
 LILIAN B. NUÑEZ Asso. Prof./Director Printed Name, Designation and Signature of Supervisor			
B. Accounting Entry:			
Account Title		UACS Code	Debit
			Credit
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			
Check/ADA No. :	Date :	Bank Name & Account Number:	JEV No.
Signature :	Date :	Printed Name:	Date
Official Receipt No. & Date/Other Documents			