



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

May 22, 2023

Date

Name : SUSANA B. MIÑOZA
Designation : Admin. Aide VI
Destination : Puerto Princesa, Palawan
Date of Travel : June 10 & 13-18, 2023
Purpose : TO attend Training Workshop on Personality Development and Developing Customer Satisfaction on June 13-16, 2023 at A&A Plaza Hotel, Puerto Princesa, Palawan.

Total Expenses: _____
Source of Funds: _____
Transportation: ☐ University Vehicle
☐ Public Conveyance

Noted/Verified: ELIZABETH S. QUEVEDO
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

MA. THERESA P. LORETO
Dean

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

N/A / DANIEL LESLIE S. TAN
VP for Research, Extension & Innovation / VP for Academic Admin and Finance

APPROVED:

EDGARDO E. TULIN
President



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APPROVED:

EDGARDO E. TULIN
President



26 April 2023

Dr. Jannet C. Bencure
Dean College of Engineering
Visca, Baybay City, Leyte

Dear **Dr. Bencure**:

This is in connection with your recommendation for five (5) Staff under the different departments of the College of Engineering to attend POAP Training organized by Personnel Officer Association of the Philippines, Inc. (POAP) with the registration fee of P7,500.00 per participant plus per diem and transportation allowance namely, to wit:

| Name of Staff | Title of Training | Date/Venue |
|---------------------------------------|--|-------------------------|
| Susana B. Miñoza (RERC) | Personality development and Developing Customer Satisfaction | June 13-16, 2023 June |
| Michelle A. Borleo (Dean's Office) | | 13-16, 2023 |
| Antonette S. Cruz (DME) | | A&A Plaza Hotel, Puerto |
| Haide B. Cuevas (DCE) | | Princesa City, Palawan |
| Lorna B. Abamo (DMET) | | |

Quoted hereunder is the action of the VSU Administrative Scholarship Committee during its meeting on April 13, 2023, which was approved by the University President.

VASC Res. No. 16
Series of 2023

Action: Recommending approval since only one staff per department.

Certified True and Correct:


MA. FEL. GAYANILO
Secretary, VASC

cc: **Susana B. Miñoza**
Michelle A. Borleo
Antonette S. Cruz
Haide B. Cuevas
Lorna B. Abamo
LDRAO File

ITINERARY OF TRAVEL

Visayas State University

AGENCY

| NAME SUSANA B. MIÑOZA | | | | DATE 22-May-23 | | | | |
|--|---|-----------|----------|--------------------------------|--------------------|-----------|----------|--------------|
| DESTINATION Puerto Princesa City, Palawan | | | | OFFICIAL STATION VSU Baybay | | | | |
| PURPOSE OF TRAVEL To attend the POAP Seminar on Personality Development and Developing Customer Satisfaction | | | | | | | | |
| DATE 2023 | PLACES TO BE VISITED (DESTINATION) | TIME | | MEANS OF TRANSPORTA TION | TRANSPORTATI ON | PER DIEM | OTHERS | TOTAL AMOUNT |
| | | DEPARTURE | ARRIVAL | | | | | |
| 10-Jun | VSU Baybay City - Ormoc City Pier | 4:30 AM | 5:30 AM | Van | 100.00 | | | 100.00 |
| | Ormoc City Pier - Cebu City Pier | 6:00 AM | 9:30 AM | Fast Craft | 1,240.00 | | | 1,240.00 |
| | Cebu City Pier - Cebu City Airport | 10:30 AM | 12:30 PM | Taxi | 300.00 | | | 300.00 |
| | Cebu City Airport - Puerto Princesa Air | 2:40 PM | 4:05 PM | Plane | 5,000.00 | | | 5,000.00 |
| | Puerto Princesa Airport - Hotel | 5:00 PM | 6:00 PM | Taxi | 300.00 | | | 300.00 |
| | | | | M | | 580.00 | | 580.00 |
| | | | | IE | | 440.00 | | 440.00 |
| | | | | H | | 1,100.00 | | 1,100.00 |
| | | | | | | | | |
| 11-Jun | Personal | | | | | | | |
| | | | | | | | | |
| 12-Jun | Personal | | | | | | | |
| | | | | | | | | |
| 13-Jun | On POAP Seminar | 8:00 AM | 5:00 PM | | | 2,200.00 | | 2,200.00 |
| | Registration Fee | | | | | | 7,500.00 | 7,500.00 |
| | | | | | | | | - |
| 14-Jun | On POAP Seminar | 8:00 AM | 5:00 PM | | | 2,200.00 | | 2,200.00 |
| | | | | | | | | - |
| 15-Jun | On POAP Seminar | 8:00 AM | 5:00 PM | | | 2,200.00 | | 2,200.00 |
| | | | | | | | | - |
| 16-Jun | On POAP Seminar | 8:00 AM | 5:00 PM | | | 2,200.00 | | 2,200.00 |
| | | | | | | | | - |
| 17-Jun | Hotel - Puerto Princesa Airport | 12:00 PM | 1:00 PM | Taxi | 300.00 | | | 300.00 |
| | Puerto Princesa Airport - Cebu City Air | 4:35 PM | 5:55 PM | Plane | 5,000.00 | | | 5,000.00 |
| | Cebu City Airport - Hotel | 6:30 PM | 8:30 PM | Taxi | 300.00 | | | 300.00 |
| | | | | M | | 620.00 | | 620.00 |
| | | | | IE | | 400.00 | | 400.00 |
| | | | | H | | 900.00 | | 900.00 |
| | | | | | | | | - |
| 18-Jun | Hotel - Cebu City Pier | 6:00 AM | 7:00 AM | Taxi | 300.00 | | | 300.00 |
| | Cebu City Pier - Ormoc City | 9:00 AM | 2:00 PM | Fast craft | 1,240.00 | | | 1,240.00 |
| | Ormoc City - VSU Baybay City | 3:00 PM | 4:00 PM | Van | 100.00 | | | 100.00 |
| | | | | M | | 360.00 | | 360.00 |
| | | | | IE | | 300.00 | | 300.00 |
| | | | | | | | | |
| TOTAL TRAVELING EXPENSES & ALLOWANCES | | | | | 14,180.00 | 13,500.00 | 7,500.00 | 35,180.00 |

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.


ELIZABETH S. QUEVEDO
Supervisor

SUBMITTED BY:


SUSANA B. MIÑOZA

APPROVED:

EDGARDO E. TULIN
President

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

Entity Name

Serial No. : 02-101101-2023-

Date :

Fund Cluster : _____

| Payee | SUSANA B. MIÑOZA | | | |
|-----------------------|---|---------|-----------------------------------|------------------|
| Office | DEPARTMENT OF PURE AND APPLIED CHEMISTRY | | | |
| Address | VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE | | | |
| Responsibility Center | Particulars | MFO/PAP | UACS Object Code/ Expenditures | Amount |
| | TO CASH ADVANCE for my travel expenses on June 10 & 13-18, 2023 | | | 35,180.00 |
| | Total | | | 35,180.00 |

A. Certified: Charges to appropriation/budget necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal

Signature : _____

Printed Name: **DANIEL LESLIE S. TAN**

Position : VP for Admin. & Finance

Head, Requesting Office/Authorized Representative

Date : _____

B. Certified: Budget available and utilized for the purpose/adjustment necessary as indicated above

Signature : _____


Printed Name: **ALICIA M. FLORES**

Position : HEAD

Head, Budget Division/Unit/Authorized Representative

Date : _____

| C. STATUS OF UTILIZATION | | | | | | | |
|--------------------------|-------------|----------------------------------|--------------------|----------------|----------------|----------------------|-----------------------------|
| Reference | | | Amount | | | | |
| Date | Particulars | BURS/JEV/RCI/ RADAI/RTRAI No. | Utilization (a) | Payable (b) | Payment (c) | Balance | |
| | | | | | | Not Yet Due (a-b) | Due and Demandable (b-c) |
| | Utilization | 02-101101-2023- | | | | | |

| | | | | | |
|--|---|---|---|--|--|
| VISAYAS STATE UNIVERSITY Entity Name DISBURSEMENT VOUCHER | | Fund Cluster : Date : March 22, 2023 DV No. : | | | |
| Mode of Payment | <input checked="" type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify) | | | | |
| Payee | SUSANA B. MIÑOZA | TIN/Employee No.: | ORS/BURS No.: | | |
| Address | DoPAC, VSU, Baybay City, Leyte | | | | |
| Particulars | | Responsibility Center | MFO/PAP | | |
| TO CASH ADVANCE for my travel expenses on June 10 & 13-18, 2023 to attend the POAP Seminar on Personality Development and Developing Customer Satisfaction in Puerto Princesa, Palawan <div style="text-align: right;">Amount Due</div> | | | P 35,180.00 | | |
| | | | p 35,180.00 | | |
| A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision. <div style="text-align: center;">  ELIZABETH S. QUEVEDO - Head, DoPAC Printed Name, Designation and Signature of Supervisor </div> | | | | | |
| 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 IV 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: LBP BAYBAY | | |