

Visayas State University Entity Name			Fund Cluster :	
DISBURSEMENT VOUCHER			Date : Feb. 10, 2025 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	TRAVELSOUQ TOURS AND HOLIDAYS	TIN/Employee No.:	ORS/BURS No.:	
Address	Baybay City			

Particulars	Responsibility Center	MFO/PAP	Amount
To payment of round trip plane tickets for the Travel of the University President going to Manila on Feb. 5 & 7 (going home), 2025, attending DOST Unveiling of the Transformative R&D Program on 2/5/25, and 2025 OGP Asia Meeting on 2/6/25, as per supporting papers attached			17,243.00 17,243.00

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

PROSE IVY G. YEPES, EdD
 Printed Name, Designation and Signature of Supervisor

B. Accounting Entry:			
Account Title	UACS Code	Debit	Credit

C. Certified: <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	D. Approved for Payment Seventeen Thousand Two Hundred Forty Three Pesos Only
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Signature		Signature	
Printed Name	NICK FREDDY R. BELLO	Printed Name	PROSE IVY G. YEPES, EdD
Position	Head, Accounting Unit/Authorized Representative	Position	University President Agency Head/Authorized Representative
Date		Date	

E. Receipt of Payment			JEV No.
Check/ADA No. :		Date :	Bank Name & Account Number:
Signature :		Date :	Printed Name: Travelsouq Tours and Holidays
Official Receipt No. & Date/Other Documents			Date

OBLIGATION REQUEST AND STATUS**VISAYAS STATE UNIVERSITY****Visca, Baybay City, Leyte**


No.:

Date:

February 10, 2025

Fund:

Payee:	TRAVELSOUQ TOURS AND HOLIDAYS			
Office:				
Address:	Baybay City			
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
	To payment of round trip plane tickets for the Travel of the Univarsity President going to Manila on Feb. 5 & 7 (going home), 2025, attending DOST Unveiling of the Transformative R&D Program on 2/5/25, and 2025 OGP Asia Meeting on 2/6/25.			P17,243.00
	Total			P17,243.00

A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal Signature  Printed Name PROSE IVY G. YEPES, EdD Position President Date _____	B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above Signature _____ Printed Name ALICIA M. FLORES Position Head, Budget Office Head, Budget Unit/Authorized Representative Date _____
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C	STATUS OF OBLIGATION					
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
2/10/2025	Obligations		P17,243.00		P17,243.00	
	Totals		P17,243.00		P17,243.00	

JUSTIFICATION

This is to formally justify the rebooking of the undersigned's flight ticket originally scheduled for February 7, 2025, at 11:05 AM. Unfortunately, due to unforeseen and urgent professional obligations, it was compelled to make changes to the travel itinerary.

The primary reason for the rebooking is the need to personally claim important documents from the CHED Regional Office in Tacloban City. Given the importance of these papers and the time-sensitive nature of the situation, it felt necessary to take proactive measures to secure their timely collection.

In addition to this, concerns regarding the possibility of flight delays, which could risk the timely arrival and the completion of my tasks at the CHED Regional Office. In light of these potential issues, it was decided to reschedule the flight to the first available departure on February 7, 2025, at 4:45 AM. Believing this change will give me a better margin of time and reduce the chances of any delays that could arise later in the day.

The undersigned fully understand the importance of adhering to schedules and how changes such as these can sometimes create disruptions. Please know that this decision was made only after careful consideration of all options available and the pressing nature of the undersigned's responsibilities.

For information and consideration.



PROSE IVY G. YEPES, EdD
University President

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000

Feb. 5, 2025

TAC-MNL

ECONOMY

BOARDING PASS

YEPES/PROSE IVY MS

FQTV: CLAS 326765003

PR 2982

05FEB25

TAC TACLOBAN
MNL MANILA

OPERATED BY PAL EXPRESS

GATE

1

BOARDING TIME

0615H

GROUP

E

SEAT

38A

SEQ 0029 / 5A3S7P

GATES CLOSE 15 MINUTES BEFORE DEPARTURE

PAX DCLRD NO DG ITMS INSIDE BGE



Philippine Airlines



ECONOMY CLASS

YEPES/PROSE IVY

TAC SEQ:0029

10KG

MANILA

MNL

PR2982

05FEB

0 079 PR 155817



Feb. 7, 2025

MNL-TAC

ECONOMY

BOARDING PASS

YEPES/PROSE IVY MS

FQTV: CLAS 326765003

PR 2981

07FEB25

MNL MANILA
TAC TACLOBAN

OPERATED BY PAL EXPRESS

TERMINAL

GATE

2

9

BOARDING TIME

0415H

GROUP

E

SEAT

43K

SEQ 0038 / 5A3S7P

GATES CLOSE 15 MINUTES BEFORE DEPARTURE



Philippine Airlines



ECONOMY CLASS

YEPES/PROSE IVY

MNL SEQ:0038

13KG

TACLOBAN

TAC

PR2981

07FEB

0 079 PR 233043





Date: 3 FEBRUARY 2025
Account no.TSQVSU-2502001

VISAYAS STATE UNIVERSITY
VSU, Baybay City

Prepared by:

For Travelsouq Tours and Holidays

LEAH CLARANG

Authorized Signature



ELECTRONIC TICKET
PASSENGER ITINERARY/RECEIPT

PREPARED FOR
YEPES/PROSE IVY MS

TICKET NUMBER
0792330496876

RESERVATION CODE : KYHPEH

TRAVELSOUQ2016@GMAIL.COM
Opening Hrs : -
Consultant : BELENITO NAPOLES
Office Hours Contact :
After Office Hours Contact :
Facsimile :
Email :
info.travelsouq1@gmail.com

FREQUENT FLYER :PR326765003
ISSUING AIRLINE :PHILIPPINE AIRLINES
ISSUING AGENT :TRAVELSOUQ2016@GMAIL.COM
ISSUING LOCATION :BAYBAY CITY, PH
ISSUED DATE :03FEB25

IATA NUMBER :96128653
CUSTOMER NO :
TOUR CODE :
FOID :
NAME REF :

Wednesday 05 Feb - Please verify flight times prior to departure

FLIGHT/CLASS	TIME	CITY/COUNTRY/AIRPORT NAME/TERMINAL	AIRLINE RES CODE : 5A3S7P STATUS / DURATION / MILEAGE MEALS/EQUIPMENT/STOPS
PHILIPPINE AIRLINES	06:45	TACLOBAN ROMUALDEZ	CONFIRMED / 1HR20MIN / 351MILES
PR 2982/ECONOMY/E	08:05	MANILA NINYO AQUINO INTERNATIONAL AIRPORT TERMINAL 2	/ SNACK / AIRBUS 320

FARE BASIS CODE :ELPH
NOT VALID BEFORE :
NOT VALID AFTER :03FEB26

BAGGAGE :20K ME 0795531823834
NOTES :
SEAT :

PR PHILIPPINE AIRLINES Contact (TACLOBAN ROMUALDEZ)--

Friday 07 Feb - Please verify flight times prior to departure

FLIGHT/CLASS	TIME	CITY/COUNTRY/AIRPORT NAME/TERMINAL	AIRLINE RES CODE : 5A3S7P STATUS / DURATION / MILEAGE MEALS/EQUIPMENT/STOPS
PHILIPPINE AIRLINES	11:05	MANILA NINYO AQUINO INTERNATIONAL AIRPORT	CONFIRMED / 1HR25MIN / 351MILES
PR 2985/ECONOMY/B	12:30	TERMINAL 2 TACLOBAN ROMUALDEZ	/ SNACK / AIRBUS 321

FARE BASIS CODE :BPH
NOT VALID BEFORE :
NOT VALID AFTER :03FEB26

BAGGAGE :20K
NOTES :
SEAT :

PR PHILIPPINE AIRLINES Contact (MANILA NINYO AQUINO INTERNATIONAL AIRPORT)--8558888

FORM OF PAYMENT : CASH
ENDORSEMENT / RESTRICTIONS : ECONOMY SAVER/PENALTIES APPLY
ECONOMY VALUE/PENALTIES APPLY

FARE : PHP 11476
TAXES/FEES/CARRIER-IMPOSED PHP 15PD,350LI,1277PV,600YR,464YQ
CHARGES (YR/YQ) :

TOTAL : PHP 14182

POSITIVE IDENTIFICATION REQUIRED FOR AIRPORT CHECK-IN/NOTICE

THE CARRIAGE OF CERTAIN HAZARDOUS MATERIALS, LIKE AEROSOLS, FIREWORKS, AND FLAMMABLE LIQUIDS, ABOARD THE AIRCRAFT IS FORBIDDEN. IF YOU DO NOT UNDERSTAND THESE RESTRICTIONS, FURTHER INFORMATION MAY BE OBTAINED FROM YOUR AIRLINE.

DATA PROTECTION NOTICE: YOUR PERSONAL DATA WILL BE PROCESSED IN ACCORDANCE WITH THE APPLICABLE CARRIERS PRIVACY POLICY AND, IF YOUR BOOKING IS MADE VIA A RESERVATION SYSTEM PROVIDER (GDS), WITH ITS PRIVACY POLICY. THESE ARE AVAILABLE AT [HTTP://WWW.IATATRAVELCENTER.COM/PRIVACY](http://WWW.IATATRAVELCENTER.COM/PRIVACY) OR FROM THE CARRIER OR GDS DIRECTLY. YOU SHOULD READ THIS DOCUMENTATION, WHICH APPLIES TO YOUR BOOKING AND SPECIFIES, FOR EXAMPLE, HOW YOUR PERSONAL DATA IS COLLECTED, STORED, USED, DISCLOSED AND TRANSFERRED.

NOTICE

CARRIAGE AND OTHER SERVICES PROVIDED BY THE CARRIER ARE SUBJECT TO CONDITIONS OF CARRIAGE, WHICH ARE HEREBY INCORPORATED BY REFERENCE. THESE CONDITIONS CAN BE OBTAINED FROM THE ISSUING CARRIER OR THROUGH ITS WEBSITE. PASSENGERS ON A JOURNEY INVOLVING AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE ARE ADVISED THAT INTERNATIONAL TREATIES KNOWN AS THE MONTREAL CONVENTION, OR ITS PREDECESSOR, THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS (THE WARSAW CONVENTION SYSTEM), MAY APPLY TO THE ENTIRE JOURNEY, INCLUDING ANY PORTION THERE OF WITHIN A COUNTRY. FOR SUCH PASSENGERS, THE APPLICABLE TREATY, INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN ANY APPLICABLE TARIFFS, GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER. CHECK WITH YOUR CARRIER FOR MORE INFORMATION.



ELECTRONIC TICKET
PASSENGER ITINERARY/RECEIPT

PREPARED FOR
YEPES/PROSE IVY MS

TICKET NUMBER
0792330496884

RESERVATION CODE : KYHPEH

TRAVELSOUQ2016@GMAIL.COM
Opening Hrs : -
Consultant : BELENITO NAPOLES
Office Hours Contact :
After Office Hours Contact :
Facsimile :
Email :
info.travelsouq1@gmail.com

FREQUENT FLYER :PR326765003
ISSUING AIRLINE :PHILIPPINE AIRLINES
ISSUING AGENT :TRAVELSOUQ2016@GMAIL.COM
ISSUING LOCATION :BAYBAY CITY, PH
ISSUED DATE :05FEB25

IATA NUMBER :96128653
CUSTOMER NO :
TOUR CODE :
FOID :
NAME REF :

Friday 07 Feb - Please verify flight times prior to departure

FLIGHT/CLASS	TIME	CITY/COUNTRY/AIRPORT NAME/TERMINAL
PHILIPPINE AIRLINES PR 2981/ECONOMY/V	04:45	MANILA NINYO AQUINO INTERNATIONAL AIRPORT TERMINAL 2
	06:05	TACLOBAN ROMUALDEZ

AIRLINE RES CODE : 5A3S7P

STATUS / DURATION / MILEAGE
MEALS/EQUIPMENT/STOPS

CONFIRMED / 1HR20MIN / 351MILES
/ SNACK / AIRBUS 320

FARE BASIS CODE :VPH
NOT VALID BEFORE :
NOT VALID AFTER :03FEB26

BAGGAGE :20K
NOTES :
SEAT :

PR PHILIPPINE AIRLINES Contact (MANILA NINYO AQUINO INTERNATIONAL AIRPORT)--8558888

FORM OF PAYMENT : CASH
ENDORSEMENT / RESTRICTIONS : ECONOMY SAVER/PENALTIES APPLY
ECONOMY VALUE/PENALTIES APPLY
ORIGINAL ISSUE : 0792330496876 03FEB25MNL
ORIGINAL FOP : CASH

FARE : PHP 11476
TAXES/FEES/CARRIER-IMPOSED PHP 15PD,350LI,1277PV,600YR,464YQ
CHARGES (YR/YQ) :
Additional Amount : PHP 3061
Total Additional Collection : PHP 3061

POSITIVE IDENTIFICATION REQUIRED FOR AIRPORT CHECK-IN/NOTICE

THE CARRIAGE OF CERTAIN HAZARDOUS MATERIALS, LIKE AEROSOLS, FIREWORKS, AND FLAMMABLE LIQUIDS, ABOARD THE AIRCRAFT IS FORBIDDEN. IF YOU DO NOT UNDERSTAND THESE RESTRICTIONS, FURTHER INFORMATION MAY BE OBTAINED FROM YOUR AIRLINE.

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IATA TICKET NOTICE : <http://www.iatatravelcentre.com/e-ticket-notice/General/English/>
(Subject to change without prior notice)

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