
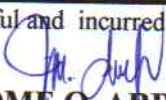


OBLIGATION REQUEST AND STATUS				Serial No. : _____		
Entity Name				Date : <u>July 13, 2023</u>		
				Fund Cluster : _____		
Payee	ODELO B. BALDOS					
Office	ECO-FARMI					
Address	VISCA, BAYBAY CITY, LEYTE					
Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount		
GENERAL FUND	To CASH ADVANCE for a trip to Bohol to attend POAP Training on July 25-28, 2023 at Bohol Shore's Resort Hotel as per papers attached.....			21,850		
		Total	TOTAL	21,850		
A.	Certified: Charges to appropriation/alloment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal Signature :  Printed Name: <u>JEROME O. ARRIBADO</u> Position : <u>DIRECTOR, ECO-FARMI</u> Head, Requesting Office/Authorized Representative Date : _____		B.	Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above Signature : _____ Printed Name: <u>ALICIA M. FLORES</u> Position : _____ 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)

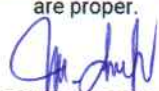

Entity Name DISBURSEMENT VOUCHER		Fund Cluster : Date : July 13, 2023 DV No. :	
Mode of Payment	<input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify)		
Payee	ODELO B. BALDOS	TIN/Employee No.:	ORS/BURS No.:
Address	VSU, Visca, Baybay City, Leyte		
Particulars		Responsibility Center	MFO/PAP
To CASH ADVANCE for a trip to Bohol to attend POAP Training on July 25-28, 2023 at Bohol Shore's Resort Hotel as per papers attached.....			21,850.00
Amount Due			21,850.00
A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.			
 JEROME O. ARRIBADO 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		Position	President
	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 :		Date :	Printed Name:
Official Receipt No. & Date/Other Documents			Date

ITINERARY OF TRAVEL

Entity Name : **VISAYAS STATE UNIVERSITY**

Fund Cluster:

No.: _____

Name : ODELO B. BALDOS Position : AGRICULTURAL TECHNICIAN II Official Station : Eco-FARM				Date of Travel : JUNE 24-29, 2023 Purpose of Travel : To attend the 2023 POAP Training at Bohol Shore's Resort Hotel				
Date	Places to be visited (Destination)	T I M E		Means of Transportation	Transpor station	Per Diem	Others	Total Amount
		Departure	Arrival					
July 24, 2023	Residence to Hilongos Leyte	6:30AM	7:30AM	Metro Bus				200.00
	Hilongos to Ubay Port	8:00AM	11:00AM	Boat			Incidental	600.00
								150.00
	Ubay Port to Bus Terminal	11:00AM	11:30AM	Tricycle				50.00
	Ubay Bus Terminal to Dao, Tagbilaran City	12:AM	3:00PM	Van				300.00
	Dao Terminal to Bohol Shore's Resort Hotel, Dawis, Bohol	3:00PM	3:45PM	Multicab				200.00
						1,800.00		1,800.00
July 25, 2023	Training (Bohol Shore's Resort Hotel	8:00AM	5:00PM			1,800.00		1,800.00
	Registration Fee							7,500.00
July 26, 2023	Training (Bohol Shore's Resort Hotel	8:00AM	5:00PM			1,800.00		1,800.00
July 27, 2023	Training (Bohol Shore's Resort Hotel	8:00AM	5:00PM			1,800.00		1,800.00
July 28, 2023	Training (Bohol Shore's Resort Hotel	8:00AM	5:00PM			1,800.00		1,800.00
July 29, 2023	Hotel Check-out	12:00PM	1:00PM					
	Hotel to Dao Terminal	1:00PM	1:45PM	Multicab		200.00		200.00
	Dao Ternal to Ubay Bus Terminal	1:45PM	4:45PM	Van		300.00		300.00
	Bus Terminal to Ubay Port	5:00PM	5:30PM	Tricycle		50.00		50.00
	Ubay Port to Hilongos Port	8:00PM	11:00PM	Boat		500.00		500.00
	Hilongos port to Residence	11:00PM	12:00MN	Van Pakyaw		1,000.00		1,000.00
						1,800.00		1,800.00
TOTAL								21,850.00
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.  JEROME O. ARRIBADO Signature over Printed Name Immediate Supervisor				Prepared by :  ODELO B. BALDOS Signature over Printed Name				
				Approved by: EDGARDO E. TULIN Signature over Printed Name Agency Head/Authorized Representative				



26 May 2023

Mr. Jerome O. Arribado

Director, ECO-FARMI

Visca, Baybay City, Leyte

Dear **Mr. Arribado**:

Quoted hereunder is the action of the VSU Administrative Scholarship Committee during its meeting on May 18, 2023 regarding your recommendation for three (3) Administrative staff to attend the POAP training with their respective title of training, date and venue as follows:

- a. **Mr. Reynante G. Macapanas and Mr. Gelberto Valdevieso** to attend Personality Development and Development of Customer Satisfaction on June 13-16, 2023 at A & A Plaza Hotel, Puerto Princessa City, Palawan with the registration fee of P7,500.00 per participant plus per diem and transportation allowance.

VASC Res. No. 49
Series of 2023


Action: Recommending approval for only one participant with a maximum of amount of P35,000.00 and must use economical means of transportation.

- b. **Mr. Odelo B. Baldos** to attend Problem Solving and Decision Making on July 25-28, 2023 at Bohol Shore's Resort Hotel, Tagbilaran City.

VASC Res. No. 50
Series of 2023

Action: Recommending approval with a maximum amount of P35,000.00 and must use economical means of transportation.

Certified True and Correct:


MA. FEL L. GAYANILO
Secretary, VASC

cc: **Mr. Reynante G. Macapanas**
Mr. Gelberto Valdevieso
Mr. Odelo B. Baldos
LDRAO File