

OBLIGATION REQUEST AND STATUS				No.:		
VISAYAS STATE UNIVERSITY				Date: Sept. 23, 2022		
Visca, Baybay City, Leyte				Fund: OHIA		
Payee:	Dr. Ma. Theresa P. Loreto					
Office:	Dept. of Biotechnology					
Address:	VSU, Baybay City					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
OHIA	To reimburse travel expenses			22,629.00		
Total				22,629.00		
A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal Signature _____ Printed Name ANA MARQUIZA M. QUILICOT Position Head, OHIA 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 Date _____			
STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
			22,629.00		22,629.00	
Totals						

26/8/2022	VMO-Intramuros	6:30 A.M.	9:00 A.M.	VSU Bus	Per diem	
	Heritage Complex					
	Intramuros-VMO	2:00 P.M.	3:00 P.M.	VSU Bus		
27/8/2022	VMO-NAIA Terminal 2	8:00 A.M.	8:45 A.M.	Taxi (Prop share)		150.00
	NAIA Term 2-Tac.Airport	11:30 A.M.	12:40 A.M.	Plane	Plane fare	5,442.00
	Tac. Airport-Baybay	2:00 P.M.	4:30 P.M.	VSU Bus	Per diem	740.00
				TOTAL		22,629.00

I certify that (1) have reviewed the foregoing itinerary, (2) the travel is necessary to the service, the period covered is reasonable and (3) the expenses claimed are proper

BEATRIZ S. BELONIAS
Immediate Supervisor

Prepared by: (Official or employee)


MA. THERESA P. LORETO

(Name of Employee)

APPROVED: (Head of Agency)

EDGARDO E. TULIN

President, VSU