



ARRANGEMENT FOR CLASS(ES) MISSED

(To be attached to Application for Leave Form and/or Travel Order/Request)

Name of Faculty		Department	Date of Filing
JEROME O. ARRIBADO		Eco-FARMI	July 21, 2023
Subject(s) Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed
No Class	NA	NA	NA
Reason(s) of: a. Leave: Date(s): ___ Vacation ___ Sick / others (Pls. specify): To attend the 2023 POAP Training in Boracay "Towards effective Managerial Competencies" on Aug. 22-25, 2023 to be held at Eurotel, Boracay		b. Travel: Date(s) <u>August 22-25, 2023</u>	
Conforme:		Prepared by:	
Name & Signature of person taking over the classes(s)		 JEROME O. ARRIBADO Instructor/Professor	
Approved by:			
<u>MARIA JULIET C. CENIZA</u> Vice President, OVREI			
Date: _____			

*to be accomplished in 2 copies

ITINERARY OF TRAVEL

Entity Name : VISAYAS STATE UNIVERSITY

Fund Cluster:

No.: _____

Name : JEROME O. ARRIBADOPosition : Instructor I/DirectorOfficial Station : Eco-FARMDate of Travel : August 21-26, 2023Purpose of Travel : To attend the 2023 POAP Training in Boracay "Towards Effective Managerial Competencies" onAug. 22-25, 2023 held at Eurotel, Boracay

Date	Places to be visited (Destination)	T I M E		Means of Transportation	Transpor- station	Per Diem	Others	Total Amount
		Departure	Arrival					
August 21, 2023	Residence to Baybay Port	5:00pm	6:00pm	Multicab				20.00
	Baybay Port- Cebu Port	8:00pm	3:30am	Boat			Terminal Fee	30.00
	Cebu Port - Mactan Airport	5:00am	6:00am	Taxi				700.00
	Mactan Airport - Caticlan Airport	10:05am	11:00am	Plain Air Asia				250.00
	Caticlan Airport - Caticlan Jetty Port	11:00am	11:30am	Van				4,700.00
								250.00
	Caticlan Jetty Port - Boracay Jetty Port	11:30am	11:45am	Boat				500.00
August 22, 2023	Boracay Jetty Port - Eurotel, Boracay	11:45am	12:00nn	Van				250.00
						900.00		900.00
	Training on "Towards Effective Managerial Competencies" at Eurotel, Boracay	8:00am	5:00pm			1,800.00		1,800.00
	Registration Fee							7,500.00
	Training on "Towards Effective Managerial Competencies" at Eurotel, Boracay	8:00am	5:00pm			1,800.00		1,800.00
	Training on "Towards Effective Managerial Competencies" at Eurotel, Boracay	8:00am	5:00pm			1,800.00		1,800.00
	Training on "Towards Effective Managerial Competencies" at Eurotel, Boracay	8:00am	5:00pm			1,800.00		1,800.00
	Training on "Towards Effective Managerial Competencies" at Eurotel, Boracay	8:00am	5:00pm			1,800.00		1,800.00
	Eurotel, Boracay - Boracay Jetty Port	6:30am	6:45am	Van				250.00
	Boracay Jetty Port - Caticlan Jetty Port	7:15am	7:30am	Boat				500.00
	Caticlan Jetty Port - Caticlan Airport	8:00am	8:30am	Van				250.00
	Caticlan Airport - Mactan Airport	11:30am	12:25pm	Plain Air Asia				4,700.00
	Mactan Airport - Cebu Port	1:30pm	3:30pm	Taxi				250.00
August 26, 2023	Cebu Port- Baybay Port	8:00pm	4:00am	Boat				700.00
	Baybay Port - Residence			Pedicab			Terminal Fee	30.00
						900.00		100.00
								900.00
TOTAL								29,980.00

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.

MARIA JULIET C. CENIZA
Signature over Printed Name
Immediate Supervisor

Prepared by :


JEROME O. ARRIBADO
Signature over Printed Name

Approved by:

EDGARDO E. TULIN
Signature over Printed Name
Agency Head/Authorized Representative

POAP TO CONDUCT 2023 FACE-TO-FACE TRAINING PROGRAMS, TALAKAYAN AND POAP NATIONAL CONFERENCE



We are pleased to announce that POAP will conduct a face-to-face training programs from April to November this year as well as the POAP National Conference and Talakayan.

As POAP is adapting to the “new normal,” we have decided to continue the conduct of face-to-face training programs because this is still the better choice over Digital Lessons. Physical interaction is the best way to learn, communicate, attain memories and increase camaraderie. Face-to-face training also adds a personal element to a workshop as opposed to computer-based education. Responses, connections, and reactions are prevalent during in-person training.

In these trainings help our government officials and employees cope with the new work situations under the new environment as we expect such trainings to capacitate them with knowledge and skills competencies, motivation and job satisfaction. This will also meet the training requirements to be eligible for promotion, in compliance with the Civil Service Commission Qualification Standards for positions in the Bureaucracy.