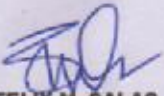
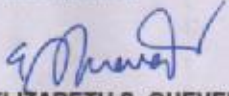


LIQUIDATION REPORT Visayas State University		No. Date: December 20, 2022
Agency	Responsibility Code No.:	VSU Scholarship / Fellowship Fund
PARTICULARS		AMOUNT
LIQUIDATION of cash advance for travel amounting to ...		7,500.00
TOTAL AMOUNT SPENT		7,500.00
AMOUNT OF CASH ADVANCE PER DV NO.	DTD:	8,080.00
AMOUNT REFUNDED PER OR NO.		(580.00)
AMOUNT TO BE REIMBURSED/COLLECTIBLE		
A. CERTIFIED: Correctness of the above data.  FELIX M. SALAS Claimant/Disclaimer	B. CERTIFIED: Purpose of travel/ supplies cash advance duly accomplished.  ELIZABETH S. QUEVEDO Head, DoPAC	C. CERTIFIED: Supporting documents complete and proper. NICK FREDDY R. BELLO OIC Head- Accounting

ITINERARY OF TRAVEL

Date: December 12, 2022

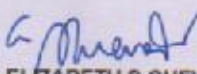

Position :
Professor VI

Monthly Salary

VSU Baybay City, Leyte

Residence: VSU Baybay City, Leyte

Purpose of Travel: To attend the 3rd Regional Scientific Research Education Conference

Date	Places to be visited	TIME		Means of	Travelling Allowance
	(Destination)	Departure	Arrival	Transportation	
December 7, 2022	VSU-Baybay Terminal	9:00 AM	9:20AM	VSU Vehicle	1500.00
	Baybay Terminal- Tacloban	10:00AM	12:30PM		
	Tacloban- Borongan, Easter Samar	1:30 PM	5:00 PM		
	Preparation and Overnight Stay at Borongan	5:00 PM	6:30 PM		
	PER DIEM INCIDENTAL				
Dec. 8, 2022	Registration and Conference at ESSU-Main	7:00 AM	5:00 PM		3000.00
	PER DIEM INCIDENTAL				1500.00
Dec. 9, 2022	Conference Proper at ESSU-Main	7:00 AM	1:00 PM	VSU Vehicle	1500.00
	PER DIEM				
	INCIDENTAL				
	Borongan, Eastern Samar- Tacloban	1:30 PM	5:00 PM		
	Tacloban-Baybay Terminal	5:15 PM	8:00 PM		
	Baybay Terminal-VSU	8:00 PM	8:30 PM		
TOTAL					7500.00
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.  ELIZABETH S. QUEVEDO Head, DOH		Prepared by:			 Felix M. Salas ROSARIO A. SALAS Professor VI
		Approved by:			EDGARDO E. TULIN President

CERTIFICATE OF TRAVEL COMPLETED

December 12, 2022

Date

Dr. Edgardo E. Tulin
President, VSU

I CERTIFY that I have completed the travel authorized in the Itinerary of Travel No. _____
Dated December 7- 9, 2022, under the conditions, indicated below.

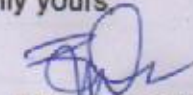
- ☒ Strictly in accordance with the approved itinerary.
☐ Cut short as explained below. Excess payment in the amount of P. _____
was refunded under O.R. No. _____ dated _____.
☐ Other deviations as explained below.

Explanation or justification:

Evidence of Travel:

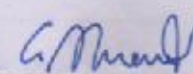
- ☐ Tickets
☒ Travel order
☒ Certificate of Appearance
☐ Others: RER

Respectfully yours,



FELIX M. SALAS
Faculty, DoPAC

On evidence and information of which I have the knowledge, the travel was actually undertaken.



ELIZABETH S. QUEVEDO
Head, DoPAC

IN SETTLEMENT OF THE FOLLOWING:

Invoice No.	Amount
Total Sales	
Less: SC/PWD Discount	
Total Due	
Total Payment	
Change	

FORM OF PAYMENT

☐ Cash ☐ Check

SOCIETY OF AGRICULTURAL EDUCATORS IN REGION 8 INC.

VSU, College of Agri & Food Science, Pangasugan, Baybay City
NON VAT Reg. TIN: 009-630-808-000

OFFICIAL RECEIPT

Date 12/8/22

Received from Felix Lalae

with address at VSU Baybay with TIN

the sum of pesos three thousand pesos only
(P 3,000.00)

In partial/full payment of registration fee

Sr. Citizen TIN

OSCA/PWD ID No. Signature By

Authorized Representative

100 Bkts. (2x50) 0001-5,000

BIR Authority to Print No. 2A-000000000000

Date Issued: 03-21-2018: valid until 03-21-2023

Gillexsala Printing Press

TIN: 113-494-331-000 VAT

Printer's Accreditation No. 089MP20140000000008
Date Issued 03-19-2014



"THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES"
THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP

No. **0073**



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

(For Faculty)

November 29, 2022

Date

Name : **FELIX M. SALAS**
Designation : **Professor V**

[Signature]
Signature

Destination : **Borongan, Eastern Samar**
Date of Travel : **December 7-9, 2022**
Purpose : **Attend and Present Paper 3rd
Regional Scientific Research Education
Conference**

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

Noted/Verified: *[Signature]*
ELIZABETH S. QUEVEDO
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL: *[Signature]*
MA. THERESA P. LORETO
College Dean

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

[Signature]
BEATRIZ S. BELONIAS
VP for Academic Affairs

[Signature]
MARIA JULIET C. CENIZA
VP for R E I

APPROVED: *[Signature]*
EDGARDO E. TULIN
President



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

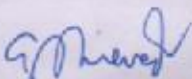

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST TO GO ON TRAVEL (please check):

- ☐ Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
- ☐ Invitation from the organizer of the activity/conference/ meeting (if applicable)
- ☐ Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19 will be observed for the duration of the activity (if applicable)
- ☐ Quarantine passes issued by the destination LGU and if possible, together with passes from LGUs enroute to the destination
- ☐ Strong justification from the requesting party duly endorsed by the immediate supervisor on the necessity and urgency of the trip and commitment of the requesting party to religiously comply with health/hygiene protocols during the trip
- ☐ Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days, while he/she will be on work from home scheme
- ☐ Approved list of outputs between supervisor and employee to be delivered/accomplished during his/her 14 days work from home scheme
- ☐ Clearance issued by the Nurse on duty 30 minutes prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus

Certified Correct: *[Signature]*
FELIX M. SALAS
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor

BUDGET UTILIZATION REQUEST AND VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte				No.: 02-101107-2022-12-9555																												
				Date: November 29, 2022																												
Payee: Felix M. Salas				Fund: VSU Scholarship/ Fellowship Fund																												
Office: Visayas State University																																
Address: Visca, Baybay City, Leyte																																
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount																												
University Scholarship/Fellowship Fund	Cash Advance for travel to 3rd Regional Scientific Research Education Conference	36100000	5020101000 5020101000	9,580.00 3,000.00																												
	Total			9,580.00																												
<input checked="" type="checkbox"/> A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and leg		<input type="checkbox"/> B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above																														
Signature:  Printed Name: ELIZABETH S. QUEVEDO Position: Head, DoPAC Date:		Signature:  Printed Name: ALICIA M. FLORES Position: OIC-Budget Officer Head, Budget Unit/Authorized Representative Date:																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Reference</th> <th colspan="4" style="text-align: center;">STATUS OF OBLIGATION</th> </tr> <tr> <th>Date</th> <th>Particulars</th> <th>ORS/JEV/RCI/ RADAI No.</th> <th>Obligation</th> <th>Payment</th> <th>Not Yet Due</th> <th>Due and Demandable</th> </tr> </thead> <tbody> <tr> <td>12/9</td> <td>Obligation</td> <td>02-101107-2022-12-9555</td> <td>9,580.00</td> <td></td> <td>9,580.00</td> <td></td> </tr> <tr> <td></td> <td>Totals</td> <td></td> <td>9,580.00</td> <td></td> <td>9,580.00</td> <td></td> </tr> </tbody> </table>						Reference		STATUS OF OBLIGATION				Date	Particulars	ORS/JEV/RCI/ RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable	12/9	Obligation	02-101107-2022-12-9555	9,580.00		9,580.00			Totals		9,580.00		9,580.00	
Reference		STATUS OF OBLIGATION																														
Date	Particulars	ORS/JEV/RCI/ RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable																										
12/9	Obligation	02-101107-2022-12-9555	9,580.00		9,580.00																											
	Totals		9,580.00		9,580.00																											

ITINERARY OF TRAVEL

Date: November 29, 2022

F. M. Salas

Position :

Monthly Salary

Professor VI

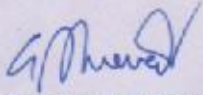
Official Station : Visayas State University, Bay bay City, Leyte

Residence: VSU Baybay City, Leyte


Purpose of Travel: To attend the 3rd Regional Scientific Research Education Conference

Date	Places to be visited	T I M E		Means of	Travelling Allowance
	(Destination)	Departure	Arrival	Transportation	
Dec. 7, 2022	VSU-Baybay Terminal	9:00 AM	9:20AM	Public Utility Vehicle	
	Baybay Terminal- Tacloban	10:00AM	12:30PM		740.00
	Tacloban- Borongan, Easter Samar	1:30 PM	5:00 PM		
	Preparation and Overnight Stay at Borongan	5:00 PM	6:30 PM		1350.00
	PER DIEM INCIDENTAL				(1500.00)
Dec. 8, 2022	Registration and Conference Proper at ESSU-Main	7:00 AM	5:00 PM		3000.00
	PER DIEM INCIDENTAL				1500.00
Dec. 9, 2022	Conference Proper at ESSU-Main	7:00 AM	1:00 PM		750.00
	PER DIEM INCIDENTAL				
	Borongan, Eastern Samar- Tacloban	1:30 PM	5:00 PM	Public Utility Vehicle	740.00
	Tacloban-Baybay Terminal	5:15 PM	8:00 PM		
	Baybay Terminal-VSU	8:00 PM	8:30 PM		
TOTAL					8060 (9580.00)

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.


ELIZABETH S. QUEVEDO
Head, DoPAC

Prepared by :


FELIX M. SALAS
Professor VI

Approved by:


EDGARDO E. TULIN
President



**REPORT AFTER ATTENDANCE TO TRAINING/
CONFERENCE/SEMINAR/WORKSHOP/FORUM**

I. Title of training, conference, seminar/workshop, and forum attended:

3rd Regional Scientific Agriculture Education Conference (SAER-8)

II. Date & Venue:

December 7-9, 2022/ Eastern Samar State University (ESSU), Borongan City,
Samar

III. Organizer/Sponsor:

Society of Agricultural Educator in Region-8 (SAER-8, Inc.) and Commission on
Higher Education (CHEDRO8)

IV. What are the most important learnings you got during this activity?

The scientific conference showcased the importance of science in the practice of
agriculture. VSU must behave as a big brother to other SUCs in the region
especially in higher and advanced education, research and innovation and even in
internationalization programs. It gave us insights on how we compared to other
known universities in Eastern Visayas and how we can learn from them also to
improve the instruction, research and innovation programs of our university.

V. How can you apply the said learnings you gained to improved your
performance?

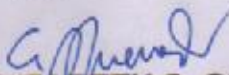
- (1) Develop proposals for funding not only in teaching and research but also
on improvement of learning and research facilities to meet the demands of
the time.
- (2) Enhance the delivery of learning and teaching in higher and advanced
education in the changing environment.
- (3) Forge collaboration through MOU in the area of faculty, student mobility,
and other plausible undertakings.

VIII. Attachment: Photocopy of Certificate of Participation/Attendance/
Appreciation, and Photographs, if available

Submitted by:


FELIX M. SALAS

Noted:


ELIZABETH S. QUEVEDO
Head, DoPAC

MA. THERESA P. LORETO
Dean, CAS

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

(This report shall be submitted in lieu of the Travel Report which is required prior to the COVID 19 pandemic. It shall be submitted to the L & D Office of the ODHRM within 30 days from date of attendance. Future request to attend trainings/workshops/fora will not be processed unless the report from previous attendance has been submitted).





VISAYAS
STATE UNIVERSITY



DEPARTMENT OF PURE & APPLIED CHEMISTRY

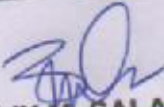
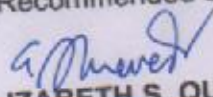
Visayas State University
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: 053-565-0600
Email: dopac@vsu.edu.ph
Website: vsu.edu.ph

RE-ENTRY ACTION PLAN (REAP)

Re-Entry Action Planning is required to be submitted by faculty members to support their request to attend any training/seminar workshops/conferences/for a to ensure that the learnings from said activities shall be applied by the participants upon their return to work. A REAP will likewise promote commitment by the faculty concerned and his supervisors in addressing any problem or opportunity being identified in their workplace for improved efficiency and effectiveness.

To ensure attainment of the objectives of the REAP, department heads are expected to provide support to the faculty concerned upon their return until the re-entry plan shall have been fully implemented. In addition and after six months, he/she is required to submit the required post-training evaluation report of the effectiveness of the training and workshop attended by his/her faculty. Otherwise, any recommendation for the development of the faculty concerned shall not be acted upon by the Scholarship Committee.

Name of Faculty	FELIX M. SALAS
Major University Function/s the Faculty is Involved in:	Please check <input type="radio"/> Advanced Education Services <input type="radio"/> Higher Education Services <input type="radio"/> Research Services <input type="radio"/> Extension Services <input type="radio"/> Production Services <input type="radio"/> Administrative Support Services <input type="radio"/> Governance & Management
Area/s to improve after attendance to this training/workshop :	Please check <input type="radio"/> Instruction related <input type="radio"/> Faculty development <input type="radio"/> Publication/IPR <input type="radio"/> Others: _____
Title, date and venue of the Training/for a/ workshop/conference s	3 rd Regional Scientific Agriculture Education Conference (SAER-8), December 7- 9, 2022 at Eastern Samar State University, Borongan City, Samar
Title of REAP	Revitalizing agriculture through young farmers' education and building community resiliency in Eastern Visayas
Rationale: Describe the current situation (problem or opportunity) in your department/office that you need to address through your REAP	The Department of Pure & Applied Chemistry (DoPAC) is offering the BS in Chemistry Program that addresses chemistry related concerns in other fields like agriculture. The enhancement and delivery of the program maybe improved by taking into consideration the needs of the changing times. Moreover, the development of the current degree program and research can be enhanced through partnerships with other SUCs such as but not limited to student mobility and research prioritization in the Eastern Visayas region. Through this type of

	engagement, the BS Chem program can be highlighted, advertised, and properly promoted.
REAP Objective (SMART – Specific, measurable, attainable, result-oriented and with time frame)	Generally, the REAP aims to (1) encourage excellence for professional practice, sharing of learned ideas, wisdom and experiences to advance the theory and practice of Chemistry in agriculture and its related fields, (2) assist in the training of future leaders, and (3) cooperates and works with other agencies to seek solutions to problems thereby stimulating and promoting research endeavors with the demands of the time.
Start time	December 2022 – December 2023
Expected Outputs	Development of applicable researchable concepts in various offerings or subjects for higher and advanced education programs. Establishment of MOU for faculty and student mobility. Conduct of webinar/seminar to the faculty and students of the department.
Beneficiary/ies	Faculty and students
Identify Success Indicators or Measures of Success	Insertion of researchable topics in Chemistry subjects. Conduct of scientific seminar/conference for students and faculty of the department.
Summary and Recommendations:	The REAP aims to enhance the research capability of the students by developing new and relevant curriculum offerings that address the current needs of the time.
Prepared by:	Recommended by:
 FELIX M. SALAS Name of Faculty	 ELIZABETH S. QUEVEDO Name of Head/supervisor



POST TRAINING EVALUATION/ASSESSMENT

Faculty Name FELIX M. SALAS
Training/Seminar Attended 3rd Regional Scientific Agriculture Education Conference (SAER-8)
Location & Date Attended Eastern Samar State University (ESSU), Borongan, Samar
December 7-9, 2022
Department Department of Pure and Applied Chemistry (DoPAC)

Please indicate/encircle your evaluation of the items listed below with 5 as the highest and 1 as the least. (5=strongly agree, 4=agree, 3=neutral, 2=disagree, 1=strongly disagree.)

1. The faculty was able to apply the knowledge learned during the training. 5 (4) 3 2 1
2. The objectives of attending the training were met. (5) 4 3 2 1
3. The quality of his/her performance has improved after the training. 5 (4) 3 2 1
4. Has the faculty/staff introduced innovations/positive changes after the training? (5) 4 3 2 1
5. Was the planned Results/Outputs/Outcomes in the REAP attained?
100% attained 75% attained 50% attained 25% attained Nothing was attained
5 (4) 3 2 1

6. How do you rate the effectiveness of the training/seminar attended? (please check)
1 Very Effective Less Effective Not Effective

7. What aspects should be improved after the application of the knowledge gained from the training?
Development of relevant researchable topics for higher education program in the current environment.
Enhance faculty and student mobility through MOU.
Further, improve delivery of teaching and learning either in face to face or online modality.

Comments and suggestions, highlighting the outputs/outcomes after the training/seminar, if any:

Evaluated by:

Elizabeth S. Quevedo

ELIZABETH S. QUEVEDO

Name & Signature of Department Head/Immediate Supervisor