



Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

DISBURSEMENT VOUCHER

FUND CLUSTER:

MODE OF PAYMENT

☐

MDS CHECK

☐

COMMERCIAL CHECK

☐

ADA

☐

OTHERS

DATE: 8/18/2022

DVD NO.:

PAYEE/OFFICE

DHENBER C. LUSANTA

TIN/Employee No.

OS/BUS No:

ADDRESS:

VSU, Visca, Baybay City, Leyte

PARTICULARS

RESPONSIBILITY
CENTER

MFO/PAP

AMOUNT

To CASH ADVANCE for a trip to Manila to conduct learning visits to the Philippine Big 4 Universities (ADMU, DLSU, UP Diliman, and UST) as per papers attached amounting to

OHIA

P 22,620.00

AMOUNT DUE

P 22,620.00

A

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

ANA MARQUIZA M. QUILICOT
Incharge, OHIA

B

ACCOUNTING ENTRY:

ACCOUNT TITLE

UACS CODE

DEBIT

C

CERTIFIED:

☐

Cash available

☐

Subject to Authority to Debit Account (when applicable)

☐

Supporting documents complete and amount claimed

SIGNATURE

PRINTED NAME

NICK FREDDY R. BELLO

POSITION

OIC HEAD, ACCOUNTING OFFICE

(Head, Accounting Unit/Authorized Representative)

DATE

D

APPROVED FOR PAYMENT:

SIGNATURE

PRINTED NAME

EDGARDO E. TULIN

POSITION

President

(Agency Head/Authorized Representative)

DATE

E

RECEIPT OF PAYMENT:

CHECK / ADA
NO.:

DATE:

BANK NAME & ACCOUNT NUMBER:

SIGNATURE:

DHENBER C. LUSANTA

DATE:

PRINTED NAME:

OFFICIAL RECEIPT NO. & DATE/OTHER DOCUMENTS:

ITINERARY OF TRAVEL
No.

Date Aug. 18, 2022

Name DHENBER C. LUSANTA	Position INSTRUCTOR III	Monthly Salary
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Official Station VSU, Visca, Baybay City, Leyte	Residence Brgy. Guadalupe, Baybay City
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Purpose of Travel
To conduct learning visit to Philippine Big 4 Universities (ADMU, DLSU, UP Diliman and UST.)

Date	Places to be visited Destination	Time		Means of Transportation	Transpo tion	Travelling Allowance	Total
		Departure	Arrival				
21-Aug-22	Baybay-Tac. Airport	3:00 AM	5:00 AM	Van			500.00
	Tac. Airport-NAIA Term. 4	8:30 AM	9:55 AM	Plane (RT)			4,000.00
	NAIA Term.-VMO Pasay	10:30 AM	11:30 AM	Taxi			250.00
	(At VMO Pasay City)					per diem	2,200.00
8/22-26/22	In Manila -Learning Visit to Philippines 4 Big Universities (ADMU,DLSU,UPDiliman,US					per diem	11,000.00
27-Aug-22	VMO-NAIA Airport	8:00 A.M.	9:00 A.M.	VSU BUS			
	NAIA Airport-Tac. Airport	11:00 AM	12:30 P.M.	Plane			4,000.00
	Tac. Airport-VSU	1:30 P.M.	3:30 P.M.	VSU Vehicle		per diem	670.00
				TOTAL			22,620.00

I certify that (1) have reviewed the foregoing itinerary, (2) the travel is necessary to the service, the period covered is reasonable and (4) the expenses claimed are proper

Prepared by: (Official or employee)

DHENBER C. LUSANTA
Employee

MARIA JULIET C. CENIZA
Immediate Supervisor

APPROVED: (Head of Agency)

EDGARDO E. TULIN
President