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Office of the President

5 February 2014

MEMORANDUM CIRCULAR NO. 4
Series of 2014

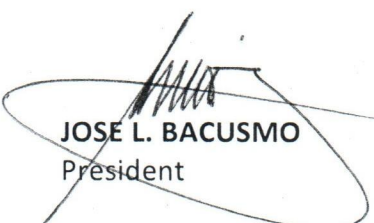
T O: All Concerned Faculty Members

**R E: Submission of Report After Attending Seminar Workshops,
Conferences, Fora and Trainings**

In order to continuously update VSU's database of faculty's attendance to seminar workshops, conferences, fora and trainings, faculty members are required to submit after travel report using the attached format. This travel report shall form part of the documents to liquidate travel cash advances of the faculty members concerned and should be endorsed by the Vice President for Planning & Resource Generation.

The Accounting Office is directed not to process travel liquidation without the required travel report duly endorsed by the OVPPRG.

For guidance and compliance of all concerned.


JOSE L. BACUSMO
President

cc: Ms. Erlinda S. Esguerra
Accounting Division

FORMAT IN THE PREPARATION OF REPORT ON ATTENDANCE TO SEMINAR
 WORKSHOPS/TRAININGS/CONFERENCES/CONVENTIONS, ETC. ON OFFICIAL BUSINESS/TIME

- I. Executive Summary
- II. Date, Place and Purpose of the Travel
- III. Funding Agency for Travel Support

Local

Foreign
- IV. Key Outcomes
- V. Abstract of the Paper presented (For paper presenter)
- VI. Activities and Events
- VII. Summary of Travel Expenses

Particulars	Local Funds		Foreign Funds	
	Name of Agency	Amount	Name of Agency	Amount
Travel				
Registration Fee				
Accommodation				
Others				

VIII. Acknowledgement to sponsor:

Attachment: Copy of Certificate of Participation, attendance & also Photographs, if available.

Submitted by:

 Name of Faculty

Noted:

 Department Head

Noted:

EDGARDO E. TULIN
 Chairman, Scholarship Committee