



January 13, 2022

NICK FREDDY R. BELLO

OIC-Head, Accounting Office

Visayas State University

Baybay City, Leyte

Thru: **ELIZABETH D. PASA**

JO, In-charge

Accounting Office

Dear **Sir/Madam**:

We respectfully submit herewith the following "Income Payee's Sworn Declaration of Gross Receipts/Sales" for the current year of 2022 JOB ORDER workers of *Office of the Head of International Affairs*.

No.	TAX IDENTIFICATION NUMBER	NAME (LN, FN, MN)	REMARKS (Indicate file attached if 1901/1902/1905/COR)
1.	116-623-570	CALLEJA, JUVY CUEVAS	1 original copy with COR 1 copy Accounting 1 copy own file
2.	751-471-967	YGAÑA, MARK FLORENCE LUMAPAS	

Please acknowledge receipt hereof.

Very truly yours,


ANA MARQUIZA M. QUILICOT

Office of The Head of International Affairs



January 28, 2022

Dear Mr. Alistaur Richard De Cruz,

Please acknowledge the receipt of the following documents:

- Passport.
- 5 Official Receipts(LBC receipt OR#: 17535 2124 7751 php 205.00, BI Application Fee OR# M221266009106 Amount: PHP 510.00, BI, Express lane Fee OR # E221266008305 Amount: PHP 500.00, BI Annual report fee OR #: M2240608608200114 Amount: PHP 310, BI Express lane Fee OR#: E2240608608200046 Amount: PHP 500.00)
- Request Cancellation Form for Certificate of Registration Identity Card
- Bureau of Immigration Identification Certificate
- Bureau of Immigration 1st and 2nd Indorsement
- Bureau of Immigration Visa Downgrading No. IRD002, Order To Leave No. JHM-2902

Sincerely,


MARK FLORENCE L. YGAÑA
Admin Officer II
OHIA VSU

Received by:


ALISTAIR RICHARD DE CRUZ
Receiver



19 January 2022

HON. JAIME H. MORENTE
Commissioner
Bureau of Immigration
Magallanes Drive, Intramuros
Manila

RE: REQUEST FOR THE CANCELLATION OF ALIEN CERTIFICATE OF
REGISTRATION IDENTITY CARD (ACR I-CARD) OF MR. ALISTAIR RICHARD DE CRUZ

THROUGH: **MR. ANTHONY M. CABRERA**

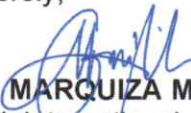
Dear **HON. MORENTE**,

May we have the honor to request for the cancellation of the Alien Certificate of Registration Identity Card (ACR I-CARD) of Mr. ALISTAIR RICHARD DE CRUZ, an international student of Visayas State University with ACR No. G0000077592. This request is in relation to the downgrading of his student visa.

We are looking forward to your approval of this request.

Thank you very much.

Sincerely,


ANA MARQUIZA M. QUILICOT
Head, International Affairs
BI Accreditation No. 1853




January 24, 2022

Reporting Schedule of Work from Home

DATES

Name of Staff	DATES		
	Jan. 25-28, 2022	Feb. 2-4, 7-8 2022 <i>10</i>	Feb. 7-11, 2022
Ana Marquiza M. Quilicot			WFH
Mark Florence Ygana		WFH	
Juvy C. Calleja	WFH		

Submitted by:


ANA MARQUIZA M. QUILICOT
Head, IAO



24 February 2022

DR. EDGARDO E. TULIN

University President
Visayas State University
ViSCA, Baybay City
6521-A Leyte

Thru: **Dr. Dilberto O. Ferraren**

Vice President for Planning, Resource Generation and Auxiliary Services

Dear **Dr. TULIN**,

With the participation of Visayas State University in international university rankings, it is beneficial that our university will have access to available information resources that help attain the university's vision, mission, goals, and objectives, thus, progressing the performance of our university in education, research, extension and innovation.

In connection to this, I would like to ask for your approval that VSU will subscribe to the Times Higher Education (THE) Institutional Subscription. Times Higher Education is a leading institution providing university ranking analysis and valuable resources for higher education institutions (HEIs). The Institutional Subscription will allow VSU constituents to access global news on rankings, trends, and developments of higher education institutions globally; insights, commentaries, and opinions from officials of international HEIs; ranking results and analyses; and customer support throughout the duration of the subscription. THE Institutional Subscription costs **£1,995 + VAT** for 12 months. Please find the attached documents for your reference.

I look forward to your approval of this request. Thank you.


Sincerely yours,


ANA MARQUIZA M. QUILICOT
Head, International Affairs

Recommending Approval:


DILBERTO O. FERRAREN
Vice President for Planning, Resource Generation and Auxiliary Services

Approved:


EDGARDO E. TULIN
University President



11 February 2022

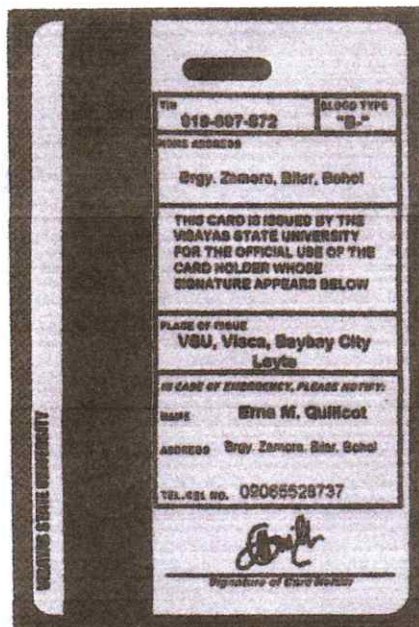
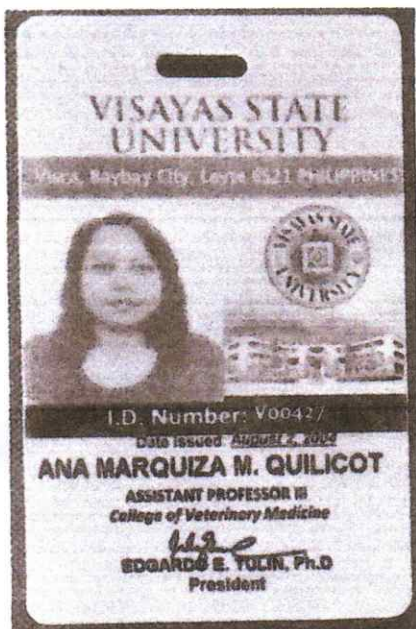
AUTHORIZATION

To Whom It May concern:

This is to authorize **MS. JUVY C. CALLEJA** of Office of the Head of International Affairs (OHIA), Visayas State University, Baybay City to claim the Service Record I requested last February 8, 2022.

Thank you.



ANA MARQUIZA M. QUILICOT
Head, International Affairs Office



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

NAME: CALLEJA, JUVY CUEVAS
TIN: 116-623-570
ADDRESS: BRGY. HIBUNAWAN,
BAYBAY CITY
BIRTH DATE: 03-29-69
ISSUE DATE: 04-28-15




SIGNATURE

4010359707

- This card bears your permanent Taxpayer Identification Number (TIN). Always indicate your TIN on all returns / documents filed with the BIR.
- Report immediately to your Revenue District Officer, the loss of this card and change of name or address.
- Any person who secures and / or uses more than one TIN shall be criminally liable and shall be punishable by fine and imprisonment



07 March 2022

DR. EDGARDO E. TULIN

University President
Visayas State University
ViSCA, Baybay City
6521-A Leyte

Dear **Dr. TULIN**,

The Visayas State University, in 2019, has forged an agreement with the University of Zagreb, Croatia, under the Erasmus+ Mobility Program intended for faculty, staff and students. Unfortunately, the program was not materialized for the past years because of the travel restrictions brought about by the COVID-19 pandemic. This year, with the improving situation concerning the pandemic, we are pleased to inform you that this coming **03-08 April 2022**, three faculty members from the Faculty of Veterinary Medicine, University of Zagreb, Croatia, in the name of Asso. Prof. Danijela Horvatek (Vice Dean for Quality Control), Asso. Prof. Željko Gottstein (Head, Department of Poultry Diseases with Clinics) and Asst. Prof. Liča Lozica will be in VSU to discuss future academic and research collaborations with university officials and conduct lectures at the College of Veterinary Medicine. Please find the attached document for the details on their activities during their visit here in VSU.

In this regard, the Office of the Head of International Affairs Office (OHIA) would like to ask for your approval on the following:

1. Accommodate the visitors at the VSU Apartelle (to be paid by the visitors) provided that they follow the guidelines set by VSU per the local and national IATF. Please see attached vaccination certificates from the visitors. Dr. Horvatek will be accompanied by her sister Jelena Horvatek (vaccination certification also attached).
2. Provide a vehicle for transportation from Ormoc City Port and to Daniel Z. Romualdez Tacloban Airport and within VSU
3. Provide bag of tokens with VSU products
4. Provide meals and snacks in identified activities

We look forward to your approval of this request. Thank you.

Sincerely yours,


ANA MARQUIZA M. QUILICOT
Head, International Affairs

Approved:

EDGARDO E. TULIN
University President



07 March 2022

DR. EDGARDO E. TULIN

University President
Visayas State University
ViSCA, Baybay City
6521-A Leyte

Dear **Dr. TULIN**,

With the improving situation of the COVID-19 pandemic and the opening of the university to face-to-face events, the Office of the Head of International Affairs Office (OHIA) is anticipating face-to-face activities such as ASEAN Month Celebration, seminars and workshops conducted to be conducted by international partners, visiting professors and researchers, cultural exchange programs with international guests and other events related to the implementation of the internationalization program of the university.

In line with this, we would like to request for a budgetary allocation of **₱ 295,000.00** for food, accommodation, and tokens to be provided to our future visitors for the **year 2022**. Here is the breakdown for the requested budgetary allocation:

Snacks for 500 persons at ₱80.00/person	= ₱ 40,000.00
Meals for 400 persons at ₱200.00/person	= ₱ 80,000.00
Token for 40 persons at ₱1,000.00/person	= ₱ 40,000.00
Accommodation for 90 persons at ₱1,500.00/night=	₱ 135,000.00
	₱ 295,000.00

We look forward to your approval of this request. Thank you.

Sincerely yours,


ANA MARQUIZA M. QUILICOT
Head, International Affairs

Certified Funds Available:

LOUELA C. AMPAC
Director, Finance

Approved:

EDGARDO E. TULIN
University President



09 March 2022

DR. EDGARDO E. TULIN

University President
Visayas State University
ViSCA, Baybay City
6521-A Leyte

Dear **Dr. TULIN**,

The faculty members of the College of Veterinary Medicine will be travelling to the University of Zagreb, Croatia to participate in the Erasmus+ Mobility Program on 14-29 April 2022. The faculty members are Dr. Lotis M. Balala, Dr. Eugene B. Lañada, Dr. Ana Marquiza M. Quilicot and Dr. Agnes M. Taveros. The faculty members will be applying for a Croatian visa in Makati City on March 17, 2022.

In line with this, may we request that CVM faculty members be allowed to stay at VSU Manila Office Lodging House on March 16-18, 2022. All the faculty members are fully vaccinated and has received their booster shots.

We look forward to your approval of this request. Thank you.

Sincerely yours,


ANA MARQUIZA M. QUILICOT
Head, International Affairs

Approved:

EDGARDO E. TULIN
University President