



VISAYAS STATE UNIVERSITY
Visca, City of Baybay, Leyte

TRAVEL REQUEST

June 7, 2023

DATE

NAME DIONESIO M. BAÑOC		SIGNATURE 	
DESIGNATION Head, DSS & BAC Member			
DESTINATION Manila			
DATE OF TRAVEL June 26-July 1, 2023			
PURPOSE Post Qualification on Fish Tanks and Other Equipment for Marine Hatchery and attend Seminar-Workshop on Philippine Procurement Systems & Updates and Property Appraisal & Disposal in Government.			
ESTIMATED EXPENSES			
SOURCE OF FUNDS GF-MOOE			
TRANSPORTATION	UNIVERSITY VEHICLE	<input checked="" type="radio"/>	PUBLIC CONVEYANCE
SIGNATURE OF IMMEDIATE SUPERVISOR VICTOR B. ASIO Dean, CAFS			
RECOMMENDING APPROVAL N/A (DEPT. HEAD/CHAIRMAN) N/A (IF OTHER THAN DEPT./OFFICE HEAD) DILBERTO O. FERRAREN VP-PRGAS & BAC Chair			
APPROVED EDGARDO E. TULIN University President			

cc: Records Division
Accounting Division
Requisitioner

Annex F

STATUS	No.: 02-101101-2023-
	Date: June 8, 2023
	Fund: GF
GF	

	MFO/PAP	UACS Code / Expenditure	Amount
	301000000	50202010 00	P 29,240.00
TOTAL			P 29,240.00

<input checked="" type="checkbox"/> B Certified:	Allotment available and obligated for the purpose/adjustment necessary as indicated above
Signature	
Printed Name	ALICIA M. FLORES
Position	Admin. Officer III
	Head, Budget Unit/Authorized Representative
Date	

OBLIGATION			
Amount			
Obligation	Payment	Not Yet Due	Due and Demandable
P 29,240.00		P 29,240.00	
P 29,240.00		P 29,240.00	

		1,100.00	1,100.00
		660.00	660.00
		440.00	440.00
4:30AM	Taxi		300.00
7:35AM	Plane		
10:00AM	Univ. vehicle		
		1,100.00	1,100.00
		440.00	440.00
		100.00	100.00
LOWANCES			P29,240.00

SUBMITTED BY:

DIONESIO M. BAÑOC

APPROVED:

EDGARDO E. TULIN

President

OBLIGATION REQUEST AND STATUS

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

No.: 02-101101-2023-

Date: June 8, 2023

Fund: GF

GF

Employee: DIONESIO M. BAÑOC

Office: DA

Address: VSU

Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
GF-MOOE	CASH ADVANCE for Travel	301000000	50202010 00	P 29,240.00
TOTAL				P 29,240.00

A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal

Signature

Printed Name

Position

Date

DILBERTO O. FERRAREN

VP-PRGAS & BAC Chair

June 8, 2023

B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above

Signature

Printed Name

Position

Date

ALICIA M. FLORES

Admin. Officer III

Head, Budget Unit/Authorized Representative

STATUS OF OBLIGATION

Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
	Obligations	02-101101-2023-	P 29,240.00		P 29,240.00	
	TOTAL		P 29,240.00		P 29,240.00	

	Lodging				1,100.00	1,100.00
	Meals				660.00	660.00
	Incidental				440.00	440.00
1-Jul	Lodging House - NAIA	4:00AM	4:30AM	Taxi		300.00
	NAIA-Tacloban Airport	6:10 AM	7:35AM	Plane		
	Tacloban Airport - VSU	8:00AM	10:00AM	Univ. vehicle		
	Lodging				1,100.00	1,100.00
	Meals				440.00	440.00
	Incidental				100.00	100.00
TOTAL TRAVELING EXPENSES & ALLOWANCES						P29,240.00

I HEREBY 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.

VICTOR B. ASIO

Supervisor

SUBMITTED BY:

DIONESIO M. BAÑOC

APPROVED:

EDGARDO E. TULIN

President