

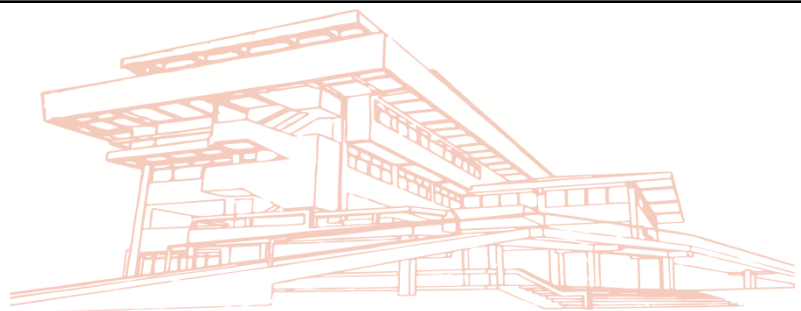


TRAVEL REQUEST FORM AND ORDER

Date: May 10, 2024

For the effective discharge of official functions, the travel of the indicated personnel, with the other details of the travel, is hereby respectfully requested:

TRAVEL REQUEST		
Name and Designation of Travelling Personnel		
Inclusive Dates		
Destination / Itinerary		
Purpose of Travel		
Other Relevant Information		
Requested Financial Support <i>Note: Subject to compliance with pertinent university and government rules and regulations.</i>	<input type="checkbox"/> Travelling Expenses <input type="checkbox"/> Per Diem <input type="checkbox"/> Registration Fee of P _____	Fund Source: <input type="checkbox"/> Fund 101 <input type="checkbox"/> Fund 164 <input type="checkbox"/> Fund 401 <input type="checkbox"/> Others _____
Requesting Employee /Official: VENZON L. LIMPIADA, Ed.D. Name and Designation	Recommending Approval: RAMON M. DOCTO, Ph.D. Immediate Supervisor	
Certified Funds Available: DR. MERLY G. RAGO Chief Finance Officer	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RAMON M. DOCTO, Ph.D. University President	
TRAVEL ORDER		
No. _____, s. 2024		
There herein requested travel is <input type="checkbox"/> approved <input type="checkbox"/> disapproved as endorsed, on official <input type="checkbox"/> business / <input type="checkbox"/> time, subject to the indicated conditions and requirements. Remarks: _____ _____ _____ _____		
		RAMON M. DOCTO, Ph.D. University President Date: _____



Vision: An internationally recognized university that provides relevant and innovative education and research for lifelong learning and sustainable development.

Mission: The Palawan State University is committed to upgrade the people's quality of life by providing education opportunities through excellent instruction, research and innovation, extension, production services, and transnational collaborations.

Quality Policy: We Provide equal opportunities for relevant innovative, and internationally recognized higher education programs and advanced studies for lifelong learning and sustainable development. We Strongly commit to deliver excellence in instruction, research, extension, and transnational programs in order to meet the increasing levels of stakeholder demand as well as statutory and regulatory requirements. The University shall continually monitor, review and upgrade its quality management system to ensure compliance with national and international standards and requirements.

