

3276093

06 - 25 - 2024

REY M. DE LEON

2,727.00

TWO THOUSAND SEVEN HUNDRED TWENTY SEVEN PESOS ONLY

Reimbursement

PAID

MLL

To reimburse copyright applications payment processed online as per attached supporting documents amounting to...

KTDD SP164
R-KM

3-03-01

RES

Amount Due

2,727.00

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

REY M. DE LEON

Project Leader, R-KM

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B. Accounting Entry:

Account Title

UACS Code

Debit

Credit

C. Certified:

☒ Cash available

☐ Subject to Authority to Debit Account (when applicable)

☒ Supporting documents complete and amount claimed proper

D. Approved for Payment

Two Thousand Seven Hundred Twenty Seven Pesos Only

Signature

gumando

Printed Name

ABIGAIL F. FRANCISCO

Position

Finance Director
Head, Accounting Unit/Authorized Representative

Date

Signature

MLL

Printed Name

DR. MA. LUISA B. FAUNILLAN

Position

VP for Administration
Agency Head/Authorized Representative

Date

E. Receipt of Payment

Check/
ADA No.:

3276093

Date: 06-25-2024

Signature:

REY M. DE LEON

Date: 7/1/24

Bank Name & Account Number:

IBP-0162104969
IBP-016154390

Printed Name:

REY M. DE LEON

JEV No.

2024-06-060798

Date

06-25-2024

Official Receipt No. & Date/Other Documents

RECEIVED
1:32 PM
24 JUN 2024

RECEIVED BY
DATE JUN 25 2024 9:25 AM
CASHIER



UNIVERSITY OF SOUTHEASTERN PHILIPPINES
Obrero Campus, Bo, Obrero, Davao City

DISBURSEMENT VOUCHER

Fund Cluster : 07-TR

Date : 6-24-24

DV No. :

SP164-2024-06-2423

| | | | |
|---|--|-----------------------|------------------------|
| Mode of Payment | <input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify) | | |
| Payee | REY M. DE LEON | TIN/Employee No.: | ORS/BURS No.: |
| | | | 02-308603-2024-06-0463 |
| Address | C/O USEP KTTD RKM, USEP OBRERO CAMPUS, IÑIGO ST. BO. OBRERO, DAVAO CITY | | |
| Particulars | | Responsibility Center | MFO/PAP |
| To reimburse copyright applications payment processed online as per attached supporting documents amounting to... | | KTTD SP164 R-KM | 3-03-01 RES |
| | | | 2,727.00 |
| Amount Due | | | 2,727.00 |

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

REY M. DE LEON

Project Leader, R-KM

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| | | | | |
|---|---|--------------|--|--------|
| B. Accounting Entry: | Account Title | UACS Code | Debit | Credit |
| | | | | |
| C. Certified: | D. Approved for Payment | | | |
| <input checked="" type="checkbox"/> Cash available | Two Thousand Seven Hundred Twenty Seven Pesos Only | | | |
| <input type="checkbox"/> Subject to Authority to Debit Account (when applicable) | | | | |
| <input checked="" type="checkbox"/> Supporting documents complete and amount claimed proper | | | | |
| Signature | <i>[Signature]</i> | Signature | <i>[Signature]</i> | |
| Printed Name | ABIGAIL F. FRANCISCO | Printed Name | DR. MA. LUISA B. FAUNILLAN | |
| Position | Finance Director Head, Accounting Unit/Authorized Representative | Position | VP for Administration Agency Head/Authorized Representative | |
| Date | | Date | | |

| | | | |
|---|----------------|-----------------------------|----------------|
| E. Receipt of Payment | BP-0162 104969 | | JEV No. |
| Check/ADA No. : | 3276093 | Bank Name & Account Number: | 2024-06-060798 |
| | | LBP-0346154390 | |
| Signature : | REY M. DE LEON | Printed Name: | Date |
| | | REY M. DE LEON | 06-25-2024 |
| Official Receipt No. & Date/Other Documents | | | |

1:32 pm
24 JUN 2024

RECEIVED BY
DATE JUN 25 2024 9:32 AM

| | | | | | | |
|--|---------------------------------------|---|----------|------------------------|----------|----------|
| <div>Journal Entry Voucher</div> <div>UNIVERSITY OF SOUTHEASTERN PHILIPPINES</div> | | Funding Source (07308603) Trust Receipts - Custodial Funds - Trust Receipts - Receipts Deposited with Authorized Government Depository Banks (AGDB) | | NoJEV-2024-06-000798 | | |
| | | Transaction Type Disbursement - DISB051 | | Date June 25, 2024 | | |
| Responsibility | | Account Title | Account | Sub-Object | Debit | Credit |
| Center | | | Code | Code | | |
| | | Due to NGAs | 20201050 | 00 | 2,727.00 | |
| | | Cash in Bank - Local Currency, Current Account | 10102020 | 24 | | 2,727.00 |
| TOTAL | | | | | 2,727.00 | 2,727.00 |
| Supporting Documents | | | | | | |
| Date | Description | | | Document No | | |
| 06/20/24 | Budget Utilization Request and Status | | | 02-308603-2024-06-0463 | | |
| 06/24/24 | Disbursement Voucher (DV) | | | SP164-2024-06-2423 | | |
| 06/25/24 | Check | | | 3276093 | | |

Particulars : REY M. DE LEON Php 2,727.00
To reimburse copyright applications payment processed online

Prepared by : Evelyn M. Gabatan

Date Printed :

Tuesday, July 23, 2024



BUDGET UTILIZATION REQUEST AND STATUS

Republic of the Philippines
UNIVERSITY OF SOUTHEASTERN PHILIPPINES

Serial No. : 02-308,03-2024-06-0463

Date : 6-20-24

Fund Cluster : 07-TR

| | | | | |
|-----------------------|---|----------------|--------------------------------|----------|
| Payee | REY M. DE LEON | | | |
| Office | KTTD-RKM | | | |
| Address | C/O USEP KTTD RKM, USEP OBRERO CAMPUS, IÑIGO ST. BO. OBRERO, DAVAO CITY | | | |
| Responsibility Center | Particulars | MFO/PAP | UACS Object Code/ Expenditures | Amount |
| KTTD SP164 R-KM | To reimburse copyright applications payment processed online as per attached supporting documents amounting to... xxxxxxxxnothingsfollowxxxxxx | 3-03-01 RES | 50299990 | 2,727.00 |
| Total Amount | | | | 2,727.00 |

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| | |
|--|--|
| A. Certified: Charges to appropriation/budget necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal | B. Certified: Budget available and utilized for the purpose/adjustment necessary as indicated above |
| Signature : | Signature : |
| Printed Name : REY M. DE LEON | Printed Name : ROSALYN L. MALICAY |
| Position : Project Leader, R-KM | Position : Administrative Officer II |
| Date : Head, Requesting Office/Authorized Representative | Date : Head, Budget Division/Unit/Authorized |

| | | | | | | | |
|---------------------------------|-------------|----------------------------------|--------------------|----------------|----------------|----------------------|------------------|
| C. STATUS OF UTILIZATION | | | | | | | |
| Reference | | | Amount | | | | |
| Date | Particulars | BURS/JEV/RCI/ RADAI/RTRAI No. | Utilization (a) | Payable (b) | Payment (c) | Balance | |
| | | | | | | Not Yet Due (a-b) | Due and (b-c) |
| | | | | | | | |



University of Southeastern Philippines
Knowledge and Technology Transfer Division

5 June 2024

MA. LUISA B. FAUNILLAN, DPA, CPA
Vice President for Administration
This University

Dear **VP Faunillan:**

Shalom Aleichem!

This has reference to the **IPOPHL MEMORANDUM CIRCULAR No. 2020-036** re **MANDATORY ONLINE FILING AND PAYMENT STARTING ON 1 SEPTEMBER 2020**, informing that "IPOPHL is now strictly implementing mandatory online filing and payment" (Please see attached notice).

Anent to this, we would like to request approval for the reimbursement of the following **Copyright Applications** payment processed online in the total amount of **TWO THOUSAND SEVEN HUNDRED TWENTY-SEVEN (2,727)** charged to Regional Knowledge Management (R-KM) Hub SP Project (Other MOOE) fund, the breakdown of the payment is as follows;

| No | Title | Amount |
|-------|--|----------|
| 1 | SMAARRDEC Tri-fold Brochure for Okara Coco Nuggets | 909.00 |
| 2 | SMAARRDEC Tri-fold Brochure for Tuna Skin | 909.00 |
| 3 | SMAARRDEC Tri-fold Brochure for Tilanggit | 909.00 |
| Total | | 2,727.00 |

Attached herewith are the other documents needed in processing the reimbursement request.

Hoping for your favorable action on this matter.

Very truly yours,

ENGR. REY M. DE LEON
Project Leader, R-KM

WE BUILD DREAMS WITHOUT LIMITS

Address: University of Southeastern Philippines
Inigo St., Bo. Obrero, Davao City
Philippines 8000

Telephone: ((082) 227-8192 local 285

Website: www.usep.edu.ph

E-mail: raise_rkm@usep.edu.ph



BAGONG PILIPINAS

IPOP HL MEMORANDUM CIRCULAR No. 2020-036

**SUBJECT: ALPHABETICAL SCHEDULE ON 24 - 27 AUGUST 2020
and MANDATORY ONLINE FILING AND PAYMENT
STARTING ON 1 SEPTEMBER 2020**

In light of the continuing risk to the health of IPOP HL workers and clients due to the COVID-19 national health emergency, please be advised of the following guidelines:

1. ALPHABETICAL SCHEDULE ON 24 – 27 AUGUST 2020

To minimize long queues and waiting times at the IPOP HL Main Office which increase the risk of COVID-19 transmission, the following alphabetical schedule shall be imposed on 24 – 27 August 2020:

| First Letter* | Designated Day |
|---------------|----------------|
| A – C | August 24 |
| D – H | August 25 |
| I – O | August 26 |
| P – Z | August 27 |

*“*If payor/filer is transacting for a law firm or company, first letter of the name of the law firm or company. If representing themselves or natural persons, first letter of payor’s/filer’s last name.”*

Notwithstanding the above, clients with transactions covered by the new deadlines stated in Memorandum Circular No. 2020-028C shall be allowed entry to the Main Office on the day of their deadline to transact business.

2. MANDATORY ONLINE FILING AND PAYMENT STARTING ON 1 SEPTEMBER 2020

With the full capability of the IP Portal to accept online filing and payments, all filings, submissions, and payments shall be done online through IPOP HL’s online portal starting on **1 September 2020**.

Only payments of One Hundred Thousand Pesos (Php 100,000.00) and above per transaction shall be accepted at the Main Office.

A maximum of seventy-five (75) clients or visitors shall be allowed to enter the receiving area per day. IPOP HL receiving and cashiering counters will remain open from Mondays to Thursdays from 8:00 am to 3:00 pm only.

With the full transition of the IPOP HL from the manual/physical system to online transactions, the extended deadlines stated in previous Memorandum Circulars shall no longer be further extended.

For your concerns, please contact the following:

General information and all Bureaus
- Tel. No. (02) 7238-6300

Bureau of Legal Affairs
- Email: bla@ipophil.gov.ph

Bureau of Copyright and Related Rights
- Email: copyright@ipophil.gov.ph

Bureau of Patents
- Email: bop@ipophil.gov.ph

Bureau of Trademarks
- Email: bot@ipophil.gov.ph

Documentation, Information, & Technology Transfer Bureau
- Email: dittb@ipophil.gov.ph

Technology transfer and filing matters
- Email: richmond.deleon@ipophil.gov.ph

IT-related issues
- Email: roger.tobongbanua@ipophil.gov.ph

Online payments
- Email: cynthia.fernandez@ipophil.gov.ph

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To assist applicants, we have video guides on online services uploaded in our website www.ipophil.gov.ph.

The above guidelines shall take effect immediately and shall remain effective until further notice.

Done on this 21st day of August in Taguig City, Philippines


ROWEL S. BARBA
Director General



NOTICE

This is to confirm that your online transaction has been completed. IPOPHL will be processing your application shortly. If you have not yet paid the filing fees, please settle your payments at accredited payment centers soonest so as not to delay the processing of your application. Thank you for using IPOPHL e-filing services.

[Please find the Dragonpay/USSC payment instruction](#) emailed to the nominated email address.
[Please take note of the deadline](#) stated in the instruction.

Your request details are as follows:

Transaction Number : 000452023197971_2

Amount : 2727.00 ✓

Name of Client/s : University of Southeastern Philippines(tso@usep.edu.ph)

Request Description : BCRR SOA

Notification Date : 2024-05-29 09:41:46

Payment Status : Payment Successful

Payment Detail : [000] Successfully paid using GCash #UPPKNTRSP7 {5/29/24 09:41}

[Home](#)

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INTELLECTUAL PROPERTY OFFICE OF THE PHILIPPINES

Name: University of Southeastern Philippines

Email: tso@usep.edu.ph

OR No: eOR2246648

Date : 5/29/2024 9:41:41 AM

Transaction ID : UPPKNTRSP7 (GCash notification success Ref. No. 155792275)

| Code | Fee Description | Unit | Amt | TOTAL | Remarks |
|------|---|------|--------|----------|----------------|
| C100 | Fund-in-trust for NLP | 3 | 200.00 | 600.00 | 3 applications |
| C102 | Copyright basic fee (Regions) | 3 | 350.00 | 1050.00 | 3 applications |
| C108 | Recordation Transfer/Assignment (Regions/IPSO) | 3 | 350.00 | 1050.00 | 3 applications |
| LRF | Legal Research Fund | | | 27.00 | |
| | 000452023197971 Total | | | 2,727.00 | |

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Digitally signed by IPO Philippines

Date: 2024.05.29 00:00:00 +08:00

> Electronic Receipt

PAYEE: REY M. DE LEON

Purpose: To reimburse copyright applications payment processed online as per attached supporting documents amounting to...

| | PO #: | | PAYMENT #: | | |
|-------------------------------------|-------------|----------|---------------------|-----------|------|
| | DATE & TIME | | PAYMENT | | |
| | DATE & TIME | | DATE & TIME | | |
| | RECEIVED | RELEASED | RECEIVED | RELEASED | |
| SIGNATURE | | | | | |
| RECEIVE DOCUMENTS - P.O. () | | | | | |
| RECEIVE DOCUMENTS - PAYMENT () | | | 10 JUN 2024 2:40 | 2:45 | Dyan |
| PROCESS BUDGET () | | | 4/10 2:50 | 6/21 1:03 | Dyan |
| FUNDS () | | | | | |
| SIGN OR/BUR () | | | | | |
| BUR / OR NO. () | | | | | |
| PROCESS ACCTG. () | | | | | |
| PROCESS ACCTG. - P.O. () | | | | | |
| PROCESS ACCTG. - PAYMENT () | | | | | |
| SIGN P.O. () | | | | | |
| SIGN DV () | | | | | |
| DELIVER VOUCHERS TO OP () | | | | | |
| SIGN OP () | | | | | |
| CHECK PREPARATION () | | | | | |
| JEV PREPARATION () | | | | | |

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[illegible]