

| <b>OBLIGATION REQUEST AND STATUS</b>     |   |                           |               |                 | Serial No. :  |                   |                          |
|--|---|---------------------------|---------------|-----------------|---|-------------------|--------------------------|
| <b>NATIONAL SERVICE TRAINING PROGRAM</b> |   |                           |               |                 | Date : December 5, 2023   |                   |                          |
| <b>Entity Name</b>                       |   |                           |               |                 | Fund Cluster : Petty Cash   |                   |                          |
| Payee                                    | <b>JOY A. BELLEN</b>  |                           |               |                 |   |                   |                          |
| Office                                   | VSU   |                           |               |                 |   |                   |                          |
| Address                                  | Visca, Baybay City, Leyte   |                           |               |                 |   |                   |                          |
| Responsibility Center                    | Particulars   | MFO/P AP                  | UACS Object   | Amount          |   |                   |                          |
| NSTP                                     | To replenishment-Petty Cash Advance of expenses incurred for the purchase of assorted office supplies in total amount of.....   |                           |               | 3,857.75        |   |                   |                          |
|  | <b>Total</b>  |                           |               | <b>3,857.75</b> |   |                   |                          |
| <b>A.</b>                                | <b>Certified:</b> Charges to appropriation/allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal<br><br>Signature _____<br><br>Printed Name: <b>JOY A. BELLEN</b><br>Position NSTP Director<br>Head, Requesting<br><br>Date _____ |                           |               | <b>B.</b>       | <b>Certified:</b> Allotment available and obligated for the purpose/adjustment necessary as indicated above<br><br>Signature _____<br><br>Printed Name: <b>ALICIA M. FLORES</b><br>Position Head, Budget Office<br>Representative<br><br>Date _____ |                   |                          |
|  |   |                           |               |                 |   |                   |                          |
| <b>C.</b>                                | <b>STATUS OF OBLIGATION</b>   |                           |               |                 |   |                   |                          |
| <b>Reference</b>                         |   |                           | <b>Amount</b> |                 |   |                   |                          |
| Date                                     | Particulars   | ORS/JEV/Check/ADA/TRA No. | Obligation    | Payable         | Payment   | Balance           |                          |
|  |   |                           | (a)           | (b)             | (c)   | Not Yet Due (a-b) | Due and Demandable (b-c) |
|  |   |                           | 3,857.75      |                 | 3,857.75  |                   |                          |