Annex G

BUDGET UTILIZATION REQUEST & STATUS VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte	No.: 02-206441-2022-12 Date: 12/09/2022 Fund: STF -Lab. Fees

Payee:	**JANE M. ABAPO**
Office:	DoPAC
Address:	VSU, Visca Baybay City, Leyte

Responsibility Center		MFO/PAP	UACS Code / Expenditure	Amount
STF -LAB FEES	**Replenishment of Laboratory expenses**			**3,514.00**
		Total		**3,514.00**

A ertified: Charges to appropration/allotment necessary, lawful and under my direct supervision and supporting documents valid,proper and legal.

Signature: _____
Printed Name: **ELIZABETH S. QUEVEDO**
Position: Head, DoPAC

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

_____
ALICIA M. FLORES
Head, Budget Office

C **STATUS OF OBLIGATION**

Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
	Obligation	02-206441-2022-12	**3,514.00**		**3,514.00**	
		Totals				

Visayas State University
Visca, Baybay City Leyte

PURCHASE REQUEST

DEPT./OFFICE	DoPAC	PR NO.	
SECTION/End-Use	JANE MABAPO	Category:	Laboratory use

Itrem No.	UNIT	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
1	gal	Distilled Water	4	100.00	400.00
2	gal	Absolute Water 6 lts	2	88.00	176.00
	gal	Nature Spring	1	105.00	105.00
3	bot	Premeo white wine	1	289.00	289.00
4	bot	Eagle Hawk white wine	1	399.00	399.00
5	bot	Canto Rossi wine	1	349.00	349.00
6	bot	Cider vibegar	1	177.75	177.75
7	pcs	Trashcan	3	248.00	744.00
8	gal	Distilled water 10 liters	1	91.00	91.00
9	pcs	Vit B complex	18	5.00	90.00
10	pcs	Vit C 500mg	100	2.30	230.00
11	bot	Vit C 100mg(Ceelin 30pcs/bot)	1	133.25	133.25
12	pcs	Vit D	18	6.50	117.00
13	pcs	Vit E	18	6.00	108.00
14	gal	Distilled water	1	105.00	105.00
15					-
16					
17					
24					
				TOTAL	3,514.00

Purpose: For laboratory use.

Checked By:	Charged to Funds Available
DOREEN S. ALBA	ALICIA M. FLORES
Technical Working Group	Budget Officer

	REQUESTED BY:	NOTED BY:	APPROVED BY:
SIGNATURE			
PRINTED NAME	JANE M. ABAPO	ELIZABETH S. QUEVEDO	EDGARDO E. TULIN
DESIGNATION	End-User	DoPAC Head	President

Visayas State University
Visca, Baybay City Leyte

PURCHASE REQUEST

DEPT./OFFICE	DoPAC		PR NO.		
SECTION/End-Use	JANE MABAPO		Category:	Laboratory use	
Itrem No.	UNIT	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
1	gal	Distilled Water	4	100.00	400.00
2	gal	Absolute Water 6 lts	2	88.00	176.00
	gal	Nature Spring	1	105.00	105.00
3	bot	Premeo white wine	1	289.00	289.00
4	bot	Eagle Hawk white wine	1	399.00	399.00
5	bot	Canto Rossi wine	1	349.00	349.00
6	bot	Cider vibegar	1	177.75	177.75
7	pcs	Trashcan	3	248.00	744.00
8	gal	Distilled water 10 liters	1	91.00	91.00
9	pcs	Vit B complex	18	5.00	90.00
10	pcs	Vit C 500mg	100	2.30	230.00
11	bot	Vit C 100mg(Ceelin 30pcs/bot)	1	133.25	133.25
12	pcs	Vit D	18	6.50	117.00
13	pcs	Vit E	18	6.00	108.00
14	gal	Distilled water	1	105.00	105.00
15					-
16					
17					
24					
				TOTAL	3,514.00
Purpose:		For laboratory use.			

Checked By:	Charged to Funds Available
DOREEN S. ALBA	ALICIA M. FLORES
Technical Working Group	Budget Officer

	REQUESTED BY:	NOTED BY:	APPROVED BY:
SIGNATURE			
PRINTED NAME	JANE M. ABAPO	ELIZABETH S. QUEVEDO	EDGARDO E. TULIN
DESIGNATION	End-User	DoPAC Head	President

Appendix 48

BANTUGAN SARI SARI STORE
VSU Market, Pangasugan, Baybay City
ALLAN M. BANTUGAN – Prop.
NON-VAT Reg. TIN: 256-086-459-000

SALES INVOICE Date: Nov. 24, 2022

Sold to: DOPAC
TIN/SC-TIN:
OSCA/PWD ID No.:
Business Style:
Address:

QTY	UNIT	ARTICLES	UNIT PRICE	AMOUNT
4		Distilled water	100	400
			Total Sales	
			Less: SC/PWD Discount	

№ 008088 TOTAL AMOUNT ☞ 400

100 Bklts. (50x2) 5001 – 10000
BIR Authority to Print No. 2AU0002338285
Date Issued: 9-26-2019 Valid Until: 9-21-2024

AIJA PRINTERS, D. Veloso St., Baybay City
TIN: 185-725-307-000NV Cel.0945.216-4584

Cashier/Authorized Representative

Printer's Accreditation No.: 089MP20190000000068
Date Issued: 04/25/2019

"THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES"
THIS SALES INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP

ER

No. : 2022 - 12 - 0044

Date : 11-23-22

Responsibility Center Code:
02-206441-2022-09-

II. To be filled out upon liquidation

Total Amount Granted 400.00

Total Amount Paid per OR/Invoice No. 008088 400.00

Amount Refunded/ (Reimbursed)

Signature over Printed Name
Name of Requestor

Approved by:
ELIZABETH S. QUEVEDO
Signature over Printed Name
Name of Immediate Supervisor

B *Paid by:*
Jane M. Abapo
Signature over Printed Name
Petty Cash Custodian

Cash Received by: JANE M. ABAPO
Signature over Printed Name
Payee
Date: 11-23-22

C
☐ *Received Refund*
☐ *Reimbursement Paid*

JANE M. ABAPO
Signature over Printed Name
Petty Cash Custodian

D
☑ *Liquidation Submitted*
☐ *Reimbursement Received by:*

JANE M. ABAPO
Signature over Printed Name
Payee
Date: 11-25-22

Appendix 48

...NANDEZ STORE
...s, Brgy. Pangasugan, Baybay Western, Leyte
...ORA O. FERNANDEZ - Proprietor
...ON VAT Reg. TIN: 167-958-446-000

SALES INVOICE

...DOPAC Date: 24 Nov 2022
...C-TIN: Terms:
...SCA/PWD ID No.:
Business Style: VSU
Address:

QUANTITY	UNIT	ARTICLES	UNIT PRICE	AMOUNT
2		Absolute 6L	88-	176-
1		Nature Spring		105
			Total Sales	
			Less: SC/PWD Discount	
			TOTAL AMOUNT DUE	281-

100 Bklts (50x2) 5001-10000
BIR Authority to Print No.2AU0001932572
Date Issued:03/26/18 Valid Until:03/26/23

Cashier/Authorized Representative

No 6823

BAYBAY PRINTSHOP Tel. 5639063
NELLO P. ROA IV TIN: 183-801-468-000 Vat Accreditation No. 089MP20140000000003
R. Magsaysay Ave., Baybay, Leyte Date Issued 03-19-14

"THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES"
THIS INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP

...ER

No. : 2022-12-0041

Date : 11-28-22

Responsibility Center Code:
02-206441-2022-09-

II. To be filled out upon liquidation

Total Amount Granted 281.00

Total Amount Paid per OR/Invoice No. 6823 281.00

Amount Refunded/ (Reimbursed)

A *Requested by:*

JANE M. ABAPO
Signature over Printed Name
Name of Requestor

Approved by:

ELIZABETH S. QUEVEDO
Signature over Printed Name
Name of Immediate Supervisor

C

☐ *Received Refund*

☐ *Reimbursement Paid*

JANE M. ABAPO
Signature over Printed Name
Petty Cash Custodian

B *Paid by:*

Jane M. Abapo
Signature over Printed Name
Petty Cash Custodian

Cash Received by: JANE M. ABAPO
Signature over Printed Name
Payee
Date: 11-28-22

D

☑ *Liquidation Submitted*

☐ *Reimbursement Received by:*

JANE M. ABAPO
Signature over Printed Name
Payee
Date: 11-28-22

METRO GAISANO BAYBAY
Owned by: Metro Retail Stores Group, Inc.
(Formerly: Valuetown Mart (Visayas), Inc.)
Branch Office: Zone 15, New Reclamation Area, Baybay City, Leyte
VAT REG. TIN: 226-537-985-000

CASH SALES INVOICE

No. 3333

SOLD TO: DOPAC YSU TIN: 120-101-281 DATE: 11/27/20
Address: VISCA, Baybay City Business Style:
OSCA/PWD ID. No.: Cardholder's Signature:

QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1		VSC PREMIO WHITE		289.00

VATable Sales		258.04
12% VAT		30.96
VAT-Exempt Sales	Total Sales	
VAT Zero Rated	Less: SC/PWD Discount	
SALESPERSON	AMOUNT RECEIVED TOTAL	₱ 289.00

CUSTOMER'S COPY

50 Books (50x3) 2501-5000
BIR Authority to Print No. 123AU20210000002707
Date Issued: 06-22-21; Valid until 06-21-2026
Mc Bar's Printing Press, Sitio Kadulang, Marigondon, LLC
TIN: 223-861-783-003 NV
Printer's Accreditation No. 080MP20190000000021
Date Issued: FEBRUARY 8, 2019
"THIS CASH SALES INVOICE SHALL BE VALID UNTIL JUNE 21, 2026"

ER

No.: 2022-12-0046

Date: 11-24-22

Responsibility Center Code:
02-206441-2022-09-

II. To be filled out upon liquidation

Total Amount Granted 289.00

Total Amount Paid per OR/Invoice No. 3333 289.00

Amount Refunded/ (Reimbursed)

A *Requested by:*

JANE M. ABAPO
Signature over Printed Name
Name of Requestor

Approved by:

ELIZABETH S. QUEVEDO
Signature over Printed Name
Name of Immediate Supervisor

C

☐ *Received Refund*

☐ *Reimbursement Paid*

JANE M. ABAPO
Signature over Printed Name
Petty Cash Custodian

B *Paid by:*

Jane M. Abapo
Signature over Printed Name
Petty Cash Custodian

Cash Received by:
JANE M. ABAPO
Signature over Printed Name
Payee
Date: 11-24-22

D

☑ *Liquidation Submitted*

☐ *Reimbursement Received by:*

JANE M. ABAPO
Signature over Printed Name
Payee
Date: 11-28-22

Appendix 48

METRO — THE METRO GAISANO BAYBAY
Owned by: Metro Retail Stores Group, Inc.
(Formerly: Valuebuy Market Market, Inc.)
Branch Office: Zone 15, New Reclamation Area, Baybay City, Leyte
VAT REG. TIN: 226-537-005-959

CASH SALES INVOICE

No. 3332

SOLD TO: DOPAC YSU — TIN: 626-101-281 — DATE: 11/27/22
Address: Visca, Baybay City, Leyte — Business Style:
OSCA/PWD ID No.: — Cardholder's Signature:

QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1		WOLFCLASS EAGLE HAWK		399.00
1		CARLO ROSSI CHABLIS		349.00
1		HEINZ APLE CIDER VINEGAR		177.75
VATable Sales				824.57
12% VAT				99.18
VAT-Exempt Sales		Total Sales		
VAT Zero Rated		Less: SC/PWD Discount		

SALESPERSON — AMOUNT RECEIVED — TOTAL ₱ 925.75

CUSTOMER'S COPY

50 Ekis Bldg. (02) 2501-5000
BIR Authority to Print No. 123AU20210000002787
Date Issued: 08-22-21; Valid until 08-21-2026
Mr. Bar's Printing Press, Sitio Kadulang, Marigondon, LLC
TIN: 223-861-783-083 NV

Printer's Accreditation No. 080MP20190000000021
Date Issued: FEBRUARY 8, 2019

"THIS CASH SALES INVOICE SHALL BE VALID UNTIL JUNE 21, 2025"

ER

No.: 2022-12-0041

Date: 11-26-22

Responsibility Center Code:
02-206441-2022-09-

II. To be filled out upon liquidation

Total Amount Granted: 925.75

Total Amount Paid per OR/Invoice No. 3332: 925.75

Amount Refunded/ (Reimbursed)

A *Requested by:*

JANE M. ABAPO
Signature over Printed Name
Name of Requestor

Approved by:

ELIZABETH S. QUEVEDO
Signature over Printed Name
Name of Immediate Supervisor

B *Paid by:*

Jane M. Abapo
Signature over Printed Name
Petty Cash Custodian

Cash Received by:
JANE M. ABAPO
Signature over Printed Name
Payee
Date: 11-26-22

C

☐ *Received Refund*

☐ *Reimbursement Paid*

JANE M. ABAPO
Signature over Printed Name
Petty Cash Custodian

D

☑ *Liquidation Submitted*

☐ *Reimbursement Received by:*

JANE M. ABAPO
Signature over Printed Name
Payee
Date: 11-28-22

Appendix 48

NOLAS COMMERCIAL
M.L Quezon St., Zone 11 Baybay City
NOEL V. ASILOM - *Proprietor*
VAT Reg TIN: 936-203-925-000

SALES INVOICE № 8341

SOLD TO:	DOPAC VSU	DATE:	12-02-22
ADDRESS:	Baybay City	TIN/SC-TIN:	
BUSINESS STYLE:		OSCA/PWD ID:	

QTY	UNIT	ARTICLES	Unit Price	Amount
3	pc	Trash can	248-	744.00

[ ] CASH	VATable	664.29
[ ] CREDIT CARD	VAT - Exempt	
[ ] CHECK	VAT - Zero Rated	
CASHIER:	VAT 12%	79.71
RECEIVED ITEMS IN GOOD CONDITION:	TOTAL SALES	
	LESS: VAT	
CUSTOMER	LESS: SC/PWD Discount	
Total Invoice Amount	**Php**	744.00

OrmocPrintshoppe - Aviles St., Ormoc City
TIN: 197-703-797-000 NON-VAT
Printer's Accreditation No.: 089MP20140000000089
Date Issued: April 08, 2014
100Bklts (50x2) 5001-10000
OCN No. 2A4000197809S
Date Issued: May 31, 2018
Valid until: May 30, 2023

"THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES"
THIS SALES INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP

ER

No. : 2022-12-0048

Date : 12-1-22

Responsibility Center Code:
02-206441-2022-09-

II. To be filled out upon liquidation

Total Amount Granted 744.00

Total Amount Paid per OR/Invoice No. 8341 744.00

Amount Refunded/ (Reimbursed)

Signature over Printed Name
Name of Requestor

Approved by:

ELIZABETH S. QUEVEDO
Signature over Printed Name
Name of Immediate Supervisor

C

☐ *Received Refund*

☐ *Reimbursement Paid*

JANE M. ABAPO
Signature over Printed Name
Petty Cash Custodian

B *Paid by:*

Jane M. Abapo
Signature over Printed Name
Petty Cash Custodian

Cash Received by:
JANE M. ABAPO
Signature over Printed Name
Payee
Date: 12-1-22

D

☑ *Liquidation Submitted*

☐ *Reimbursement Received by:*

JANE M. ABAPO
Signature over Printed Name
Payee
Date: 12-5-22

(17)

MERCURY DRUG - BAYBAY CITY BONIFACIO
A Bonifacio St Baybay
City Western Leyte
VAT REG TIN:000-388-474-00142
TEL NO : (053) 520-5211
MOBILE/VIBER NO: (0908) 813-3584
TOSHIBA 4900 41-CH180 R003 00705
MIN:150406163037940O1 [1.5.30] 24
PA # 99 S/S

NAT SPRNG DW 10L	91.00T
480004972024	
TOTAL	91.00
AMOUNT TENDERED	
CASH	100.00
TOTAL PAYMENT	100.00
CHANGE	9.00

** 1 item(s) **

SOLD TO : _____
ADDRESS : _____
TIN NO : _____
BUSINES STYLE : _____

VATable	(T)	81.25
VAT-Exempt Sale	(X)	0.00
VAT Zero-Rated Sale	(Z)	0.00
VAT - 12%		9.75
Amount Due		91.00

Received Merchandise in Good Condition
Sa Mercury Drug Nakasisiguro Gamot
ay Laging Bago!!
Maraming Salamat Po...

Phillogix Systems, Inc.
433 Lt. Artiaga St. Brgy Corazon de
Jesus, San Juan, Metro Manila
VAT REG TIN : 205-713-621-00000
Accred No.: 042-205713621-000336-18404
PTU No.:FP042015-116-0029675-00142

TXN#025437-1 12-02-22 10:45A QUIN
OR#107053987244
- THIS IS YOUR OFFICIAL RECEIPT -

Appendix 48

ASH VOUCHER

No. : 2022-12-0049

Date : 12-1-22

Responsibility Center Code:
02-206441-2022-09-

equest

Amount

91.00

II. To be filled out upon liquidation

Total Amount Granted 91.00

Total Amount Paid per
OR/Invoice No. 107053987244 91.00

Amount Refunded/
(Reimbursed)

APO
nted Name
uestor

UEVEDO
nted Name
Supervisor

C

☐ *Received Refund*

☐ *Reimbursement Paid*

JANE M. ABAPO
Signature over Printed Name
Petty Cash Custodian

D

☑ *Liquidation Submitted*

☐ *Reimbursement Received by:*

Jane M. Abapo
Signature over Printed Name
Petty Cash Custodian

Cash Received by:
JANE M. ABAPO
Signature over Printed Name
Payee
Date: 12-1-22

JANE M. ABAPO
Signature over Printed Name
Payee
Date: 12-5-22

MERCURY DRUG - BAYBAY CITY BONIFACIO
A Bonifacio St Baybay
City Western Leyte
VAT REG TIN:000-388-474-00142
TEL NO : (053) 520-5211
MOBILE/VIBER NO: (0908) 813-3584
TOSHIBA 4900 41-BK678 R001 00705
MIN:150406163037940O2 [1.5.30] 24
PA # 2 GIE

RTMED VIT BCMPLX		90.00T
480778853338	18 @ 5.00	
RHEA ASCORB500MG		230.00T
480006750720	100 @ 2.30	
CEELIN T-100mg30		133.25T
480778841690		
ATC VIT E 500MG		108.00T
480651690033	18 @ 6.00	
FORTI-D CAP800IU		117.00T
480778855862	18 @ 6.50	
TOTAL		678.25
AMOUNT TENDERED		
CASH		1000.00
TOTAL PAYMENT		1000.00
CHANGE		321.75

** 155 item(s) **

ORDER #00392
SOLD TO : JANE M. ABAPO 12/5/22
ADDRESS :
TIN NO :
BUSINES STYLE :

VATable	(T)	605.58
VAT-Exempt Sale	(X)	0.00
VAT Zero-Rated Sale	(Z)	0.00
VAT - 12%		72.67
Amount Due		678.25

SUKI #: 0009836630
NAME: ABAPO JANE
M

SUKI POINTS PREVIOUS	:	96
SUKI POINTS REDEEMED	:	0
SUKI POINTS EARNED	:	4
SUKI EXTRA PTS EARNED	:	0
SUKI POINTS BALANCE	:	100

Received Merchandise in Good Condition
Sa Mercury Drug Nakasisiguro Gamot
ay Laging Bago!!
Maraming Salamat Po...

Phillogix Systems, Inc.
433 Lt. Artiaga St. Brgy Corazon de
Jesus, San Juan, Metro Manila
VAT REG TIN : 205-713-621-00000
Accred No.: 042-205713621-000336-18404
PTU No.:FP042015-116-0029676-00142

TXN#779733 12-04-22 05:41P JOAN
OR#107051740596
- THIS IS YOUR OFFICIAL RECEIPT -

Appendix 48

ASH VOUCHER

No. : 2022-12-0040

Date : 12-2-22

Responsibility Center Code:
02-206441-2022-09-

quest	*II. To be filled out upon liquidation*
Amount	
= 90.00	Total Amount Granted 678.25
= 230.00	Total Amount Paid per OR/Invoice No. 107051740596 678.25
= 133.25	
= 108.00	Amount Refunded/ (Reimbursed)
) = 117.00	
678.25	

APO
ted Name
estor

JEVEDO
ted Name
Supervisor

ted Name
odian

APO
ted Name

.2

C

☐ *Received Refund*

☐ *Reimbursement Paid*

JANE M. ABAPO
Signature over Printed Name
Petty Cash Custodian

D

☑ *Liquidation Submitted*

☐ *Reimbursement Received by:*

JANE M. ABAPO
Signature over Printed Name
Payee

Date: 12-5-22

INSPECTION & ACCEPTANCE REPORT

VISAYAS STATE UNIVERSITY

Agency

Supplier:				AR No.	
PO No.			Date :	December 12, 2022	
Requisitioning Dept.		DoPAC			
Stock No.	Unit	Particulars	Qty	Unit Cost	Total
1	gal	Distilled Water 10ltrs/bot	1	400.00	400.00
2	gal	Absolute Distilled water 6ltrs	2	88.00	176.00
3	gal	Nature Spring Water 10ltrs	1	105.00	105.00
4	bot	Premio White wine	1	289.00	289.00
5	bot	Eagle Hawk white wine	1	399.00	399.00
6	bot	Carlo Rossi white wine	1	349.00	349.00
7	bot	Vinegar-apple cider	1	177.75	177.75
8	pcs	Trash can	3	248.00	744.00
9	gal	Distilled Water 10ltrs/bot	1	91.00	91.00
10	pcs	Vit B complex	18	5.00	90.00
11	pcs	Vit C 500mg	100	2.30	230.00
12	bot	Vit C 100mg	1	133.25	133.25
13	pcs	Vit E 500mg	18	6.50	117.00
14	pcs	Vit D	18	6.00	108.00
15	gal	Distilled Water 10ltrs/bot	1	105.00	105.00
			TOTAL		3,514.00

Date Inspected:

☐ Inspected, verified and found OK as to quality and specifications

Date Received:

☐ Complete

☐ Partial

MA. FE A. BASLAN
Inspection Officer/Inspection Committee

JANE M. ABAPO
Lab. Aide

VISAYAS STATE UNIVERSITY
Entity Name

DISBURSEMENT VOUCHER

Fund Cluster : STF -Lab Fees

27-Sep-22

DV No. :

Mode of Payment	☐ MDS Check ☐ Commercial Check ☐ ADA ☐ Others (Please specify)		
Payee	**JANE M. ABAPO**	TIN/Employee No.:	ORS/BURS No.:
Address	**VSU, Baybay City, Leyte**		

Particulars	Responsibility Center	MFO/PAP	Amount
Replenishment of Laboratory expenses with pertinent papers hereto attached in the amount of.....			**3,514.00**
Amount Due			**3,514.00**

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

ELIZABETH S. QUEVEDO
Printed Name, Designation and Signature of Supervisor

B. Accounting Entry:

Account Title	UACS Code	Debit	Credit

C. Certified:		**D. Approved for Payment**	
☐ Cash available ☐ Subject to Authority to Debit Account (when applicable) ☐ Supporting documents complete and amount claimed proper			
Signature		Signature	
Printed Name		Printed Name	**EDGARDO E. TULIN**
Position	Head, Accounting Unit	Position	President
Date		Date	

E. Receipt of Payment

Check/ ADA No. :		Date :	Bank Name & Account Number:	JEV No.
Signature :		Date :	Printed Name: JANE M. ABAPO	Date
Official Receipt No. & Date/Other Documents				