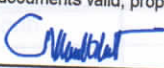



| OBLIGATION REQUEST AND STATUS | | | | VISAYAS STATE UNIVERSITY | | Visca, Baybay City, Leyte | |
|--|-------------|---|--------------------------------|---|--------------------------------|----------------------------------|--|
| Payee: | | | Ms. Meriam M. Luna | | | No.: 02-101101-2021-12 | |
| Office: | | | Office of the Dean of Students | | | Date: Dec. 10, 2021 | |
| Address: | | | VSU, Visca Baybay City, Leyte | | | Fund: | |
| Responsibility Center | | Particulars | | MFO/PAP | UACS Code / Expenditure | Amount | |
| ODS | | To Payment overtime pay on Dec. 8, 2021 | | | | 953.36 | |
| | | | | | | Total | |
| | | | | | | 953.36 | |
| Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal Signature:  Printed Name: MANOLO B. LORETO, JR. Position: Dean of Students Date: | | | | Certified Allotment available and obligated for the purpose/adjustment necessary as indicated above Signature:  Printed Name: MYRNA S. PANCITO Position: Head, Budget Office Date: 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 | |
| Dec. 10, 2021 | Obligation | 02-101101-2021-12 | 953.36 | | 953.36 | | |
| | | Totals | 953.36 | | 953.36 | | |



CERTIFICATION

TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY that **Ms. Meriam M. Luna**, ODS staff had rendered overtime services on December 8, 2021:

- Checked and categorized the lists of VSU Funded Scholars with Land Bank Account in LBP Baybay Branch, LBP within Region 8 & LBP outside Region 8; and
- Draft Payroll of VSU Funded Scholars with LBP account.

MANOLO B. LORETO, JR.
Dean of Students

DAILY TIME RECORD**LUNA, MERIAM M.**

(NAME)


For the month of
December 1 - 10, 2021
 Official hours for arrival and departure
8:00AM - 5:00PM

| Day | AM | | PM | | T/U | Total |
|--------|------|-------|------|------|-----|--------|
| | IN | OUT | IN | OUT | | |
| 1-WED | | | | | | Absent |
| 2-THU | | | | | | Absent |
| 3-FRI | | | | | | Absent |
| 4-SAT | | | | | | Off |
| 5-SUN | | | | | | Off |
| 6-MON | | | | | | Absent |
| 7-TUE | | | | | | Absent |
| 8-WED | 8:10 | 12:10 | 1:10 | 5:10 | | Absent |
| 9-THU | | | | | | Absent |
| 10-FRI | | | | | | Absent |

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.


MERIAM M. LUNA

VERIFIED as to prescribed office hours


MANOLO B. LORETO JR.
 Department Head
 University Student Services Office

DAILY TIME RECORD**LUNA, MERIAM M.**

(NAME)


For the month of
December 1 - 10, 2021
 Official hours for arrival and departure
8:00AM - 5:00PM

| Day | AM | | PM | | T/U | Total |
|--------|------|-------|------|------|-----|--------|
| | IN | OUT | IN | OUT | | |
| 1-WED | | | | | | Absent |
| 2-THU | | | | | | Absent |
| 3-FRI | | | | | | Absent |
| 4-SAT | | | | | | Off |
| 5-SUN | | | | | | Off |
| 6-MON | | | | | | Absent |
| 7-TUE | | | | | | Absent |
| 8-WED | 8:10 | 12:10 | 1:10 | 5:10 | | Absent |
| 9-THU | | | | | | Absent |
| 10-FRI | | | | | | Absent |

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.


MERIAM M. LUNA

VERIFIED as to prescribed office hours


MANOLO B. LORETO JR.
 Department Head
 University Student Services Office

GENERAL PAYROLL FOR OVERTIME PAY

We acknowledge receipt of the sum show opposite our names as full compensation for services under OVERTIME

Period: December 8, 2021

[illegible]

CERTIFIED: Services have been duly rendered as stated

APPROVED:

MANOLO B. LORETO, JR.
Dean of Students

EDGARDO E. TULIN
President

CERTIFIED: Funds available in the amount of P 6,852.48

CERTIFIED: Each employee whose names appears above have been paid the amount opposite his/her names

NICK FREDDY R. BELLO
OIC Head, Accounting Division

QUEEN-EVER Y. ATUPAN
Head, Cash Division



2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 053 653 7108; Local 1002
Email: ovpaf@vsu.edu.ph
Website: www.vsu.edu.ph

December 7, 2021
Date

REQUEST TO RENDER OVERTIME


The President

Thru: The Vice President for Administration and Finance

This is to request for overtime of the following personnel:

| Name of Employee(s) | Date(s) | Job(s) to be Accomplished per Employee |
|----------------------|------------------|--|
| Ms. Meriam M. Luna | December 8, 2021 | Prepare payroll of VSU Funded Scholars for 2 nd . Sem. 2020-2021 with LBP Account: Baybay Branch; Region 8 & Outside Region 8 |
| Mr. Junard C. Gucela | -do- | Printing of different signage for Dormitories & Cottages for the preparation of the opening of face to face classes |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Requested by:




MANOLO B. LORETO, JR.
Name

Dean of Students
Position

Office of the Dean of Students
Office

Approved by:

☐ with pay ☐ without pay



DANIEL LESLIE S. TAN *2/2/21*
Vice President for Administration and Finance

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.