

BUDGET UTILIZATION REQUEST AND STATUS VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte				No.: _____ Date: _____ Fund: <u>STF</u>		
Payee:	Almera D. Circulado					
Office:	OVPAF					
Address:	VSU, Visca, Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
MIS	Dec 1-15, 2021 PAYROLL			4,980.60		
	Total			4,980.60		
A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal. Signature: _____ Printed Name: DANIEL LESLIE S. TAN Position: VP for Admin. & Finance Date: _____		B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above. _____ ALICIA M. FLORES OIC 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					
	Totals					

CERTIFIED: Funds available in the amount of 6,087.40

CERTIFIED: Each employee have been paid the amount

NICK FREDDY R. BELLO
OIC HEAD, ACCOUNTING DIVISION

QUEEN-E
HEAD, C

subject to existing government accounting rules and regulations and to pertinent VSU policies and rules governing official travel.

THAT the SECOND PARTY shall abide by the rules and regulations of the FIRST PARTY and the terms and conditions as provided for in this service contract and performs the above-listed functions for a total of 22 days per month at not less than 8 hours per day based on the work schedule as prescribed by the hiring department/office/center/unit;

THAT for and in consideration of the foregoing service, the FIRST PARTY binds itself to pay the SECOND PARTY in the amount of Five Hundred Fifty-Three Pesos and Forty Centavos (P553.40) per day inclusive of ten percent (10%) premium.

THAT the SECOND Party will be paid twice a month (per *quincena*) upon presentation of a certification of accomplishments and rendition of actual services issued by the FIRST PARTY or its duly authorized representative. The above payments will be charged to Special Trust Fund