

OBLIGATION REQUEST AND STATUS**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

No: MOOE 02-101101-2021

Date:

Fund:

Payee	Norjito Quimco			
Office	OP			
Address				
Responsibility Center	Particulars	MFO/PAP	UACS Code/Expenditures	Amount
	Payment of Per Diem...		5020101000	3,900.00
TOTAL				3,900.00

A Certified Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal

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

Signature

Printed Name

ALLEN GLENNIE P. LAMBERT

Position

Executive Assistant

Date

Signature

Printed Name

ALICIA M. FLORES

Position

Head, Budget Office

Budget Unit/Authorized Representative

Date

C STATUS OF OBLIGATION

Reference			Amount			
Date	Particulars	ORS/JEV/RC/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
	Obligation	MOOE 02-101101-2021	3,900.00		3,900.00	
		TOTALS				

INSTRUCTIONS: Drivers shall fill in this part properly. Drivers are accountable for and are responsible for reporting any vehicle damage, defects and accidents immediately

Trip Ticket Issued/Received <i>11/18/21</i>	Vehicle Condition (Before Travel)	Fuel & Lubricant Issued/Used <i>40 liters</i>	Departure/Time Out <i>8:00 AM</i>	Odometer/Mileage Out <i>150283</i>
Date Returned <i>11/19/21</i>	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In <i>2:15 PM</i>	Odometer/Mileage In <i>150452</i>

Was the passenger/s following the call time & location?

☐ Yes ☐ No

Was there any purchased of fuel/lubricant outside VSU Campus?

☐ Yes (Specify) ☐ No

Was the vehicle involved in accident or damaged while in your custody?

☐ Yes (Specify) ☐ No

Was the vehicle used other than official government business?

☐ Yes (Specify) ☐ No

Driver's Name & Signature

Filled in by the Head of Party or Requesting Party

This vehicle will be used for official government business only. I have reviewed and complied with rules & regulations regarding the use of Government-Owned Vehicle.

N. Quimco

SIGNATURE OVER PRINTED NAME

Service Satisfaction

- ☐ 1. Not Satisfied
☐ 2. Slightly Satisfied
☐ 3. Moderately Satisfied
☐ 4. Very Satisfied
☐ 5. Extremely Satisfied

Name and Signature

Driver's OVER ALL RATING

- ☐ 1. - Poor ☐ 2. - Fair
☐ 3. - Good ☐ 4. - Very Good
☐ 5. - Excellent

Comments & Suggestions

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.