

**OBLIGATION REQUEST AND STATUS****VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

No: MOOE 02-101101-2022

Date: \_\_\_\_\_

Fund: \_\_\_\_\_

Payee	Charlie Mark Cutamora			
Office	Motor Pool/PPO			
Address				
Responsibility Center	Particulars	MFO/PAP	UACS Code/Expenditures	Amount
	Payment of Per Diem...		5020101000	450.00
<b>TOTAL</b>				450.00

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

**ELWIN JAY V. YU**

Position

Chief of Hospital

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 02-101101-2022	450.00		450.00	
		<b>TOTALS</b>				

**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 <b>Dec 7, 2021</b>	Vehicle Condition (Before Travel) <b>Good Condition</b>	Fuel & Lubricant Issued/Used	Departure/Time Out <b>9:30 AM</b>	Odometer/Mileage Out <b>57860</b>
Date Returned <b>Dec 7, 2021</b>	Vehicle Condition (After Travel) <b>Good Condition</b>	Fuel & Lubricant Balanced	Arrival/Time In <b>7:20 PM</b>	Odometer/Mileage In <b>58204</b>
Was the passenger/s followed the call time & location? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Was there any purchased of fuel/lubricant outside VSU Campus? <input type="checkbox"/> Yes (Specify) <input checked="" type="checkbox"/> No	Was the vehicle involved in accident or damaged while in your custody? <input type="checkbox"/> Yes (Specify) <input checked="" type="checkbox"/> No	Was the vehicle used other than official government business? <input type="checkbox"/> Yes (Specify) <input checked="" type="checkbox"/> No	

Driver's Name &amp; Signature

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.

**CHARLIE MARK CUTAMORA**  
SIGNATURE OVER PRINTED NAME

Filled in by the Head of Party or Requesting Party

**Service Satisfaction**

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

**Driver's OVER ALL RATING**

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

**Comments & Suggestions**

Name and Signature

**Vision:** A globally competitive university for science, technology, and environmental conservation.

**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.