


BUDGET UTILIZATION REQUEST AND STATUS				No.: 02-206441-2023		
VISAYAS STATE UNIVERSITY				Date: May 15, 2023		
Visca, Baybay City, Leyte				Fund: STF		
Payee:	Guilberto Batestil					
Office:	DoPAC					
Address:	VSU, Visca, Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure			
DoPAC	Payment for services as laborer for the period covered May 8-12, 2023			1,750.00		
Total				1,750.00		
A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal Signature  Printed Name ELIZABETH S. QUEVEDO Position Head, DoPAC Date _____			B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above Signature _____ Printed Name ALICIA M. FLORES Position Head, Budget Unit/Authorized Representative Date _____			
C STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		02-206441-2023	1,750.00		1,750.00	
		Totals	1,750.00		1,750.00	

DAILY TIME RECORD

JOB ORDER

Name: GUILBERTO BATESTIL
 Position: Laborer
 For the Period: May 8 - 12, 2023

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1						
2						
3						
4						
5						
6	SATURDAY					
7	SUNDAY					
8	8:00	12:00	Batestil	1:00	5:00	Batestil
9	8:00	12:00	Batestil	1:00	5:00	Batestil
10	8:00	12:00	Batestil	1:00	5:00	Batestil
11	8:00	12:00	Batestil	1:00	5:00	Batestil
12	8:00	12:00	Batestil	1:00	5:00	Batestil
13	SATURDAY					
14	SUNDAY					
15						
16						
17						
18						
19						
20	SATURDAY					
21	SUNDAY					
22						
23						
24						
25						
26						
27	SATURDAY					
28	SUNDAY					
29	NATIONAL HEROES DAY					
30						
31						
TOTAL	5 days					

Certified Correct:



ELIZABETH S. QUEVEDO, RCh. PhD
 Head, DoPAC

VISAYAS STATE UNIVERSITY
Visca, Baybay, Ite

EMERGENCY EMPLOYMENT AND JOB ASSIGNMENT

Dept./Office/Center: Dept. of Pure & Applied Chemistry

Date: 5/12/2023


NAME	POSITION	JOB DESCRIPTION
Guilberto Batestil	Emergency Laborer	Grass cut the back portion of DoPAC BUILDING and back of laboratory rooms
X-X-X-X-X-X-X		

You are hereby employed to work in Dept. Of Pure & Applied Chemistry for the period of _____
May 8-12,2023 at the rate of Php 350.00 per day.

This appointment is good for the period stated unless sooner revoked by competent authority or until funds for the said project is exhausted or the work is completed.

FUNDS AVAILABLE : P 1,750.00

Certified Correct :


ELIZABETH S. QUEVEDO
Head, DoPAC

Approved:

DANIEL LESLIE S. TAN
VP for Admin. & Finance

GENERAL PAYROLL

DEPARTMENT OF PURE OF PURE APPLIED CHEMISTRY

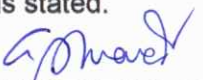
We acknowledge receipt of the sum show opposite our names as full compensation for services rendered.

MAY 15, 2023

N A M E	Wage/day or Wage/month	No. of Days	FUND CHARGING	GROSS AMOUNT	PAG-IBIG				WITHHOLDI NG TAX	NET AMOUNT	SIGNATURE
					PREMIUM	MP2	Multi- Purpose Loan (MPL)	Calamity Loan (CAL)			
1 Guilberto Batestil	350.00	5		1,750.00						1,750.00	
2											
3											
4											
5											
6											
7											
8											
										-	
										-	
										-	
TOTAL				1,750.00	-	-	-	-	-	1,750.00	

CERTIFIED: Services have been duly rendered as stated.

APPROVED FOR PAYMENT:


ELIZABETH S. QUEVEDO
 HEAD, DoPAC

EDGARDO E. TULIN
 PRESIDENT

CERTIFIED: Funds available in the amount of 1,750.00

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

NICK FREDDY R. BELLO
 HEAD, ACCOUNTING DIVISION

QUEEN-EVER Y. ATUPAN
 HEAD, CASH DIVISION



Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

DISBURSEMENT VOUCHER

FUND CLUSTER:

MODE OF PAYMENT

☐ MDS CHECK

☐ COMMERCIAL CHECK

☐ ADA

☐ OTHERS _____

DATE: November 9, 2022

DVD NO.:

PAYEE/OFFICE

TIN/Employee No.

OS/BUS No.

Guilberto Batestil

ADDRESS:

VSU, Baybay City, Leyte

PARTICULARS

RESPONSIBILITY
CENTER

MFO/PAP

AMOUNT

Payment for services rendered as laborer at
DOPAC for the period covered May 8-12, 2023

STF

P 1,750.00

AMOUNT DUE

P 1,750.00

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

ELIZABETH S. QUEVEDO

Head, Dept. of Pure and Applied Chemistry

B ACCOUNTING ENTRY:

ACCOUNT TITLE

UACS CODE

DEBIT

CREDIT

C CERTIFIED:

- ☐ Cash available
☐ Subject to Authority to Debit Account (when applicable)
☐ Supporting documents complete and amount claimed

SIGNATURE

PRINTED NAME

NICK FREDDY R. BELLO

POSITION

OIC, Head Accounting Unit

(Head, Accounting Unit/Authorized Representative)

DATE

D APPROVED FOR PAYMENT:

SIGNATURE

PRINTED NAME

EDGARDO E. TULIN

POSITION

President

(Agency Head/Authorized Representative)

DATE

E RECEIPT OF PAYMENT:

JEV NO.

CHECK / ADA
NO.:

DATE:

BANK NAME & ACCOUNT NUMBER:

SIGNATURE:

Guilberto Batestil

DATE:

PRINTED NAME:

DATE:

OFFICIAL RECEIPT NO. & DATE/OTHER DOCUMENTS: