

**OBLIGATION REQUEST AND STATUS**  
**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte

No: MOOE 02-101101-2021  
Date: \_\_\_\_\_  
Fund: \_\_\_\_\_

Payee	Anthony Borneo			
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

Position

Date

**QUEEN-EVER Y. ATUPAN**

Head, Motor Pool

Signature

Printed Name

Position

Date

**ALICIA M. FLORES**

Head, Budget Office

Budget Unit/Authorized Representative

**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	450.00		450.00	
		<b>TOTALS</b>				

6.

7.

8.

9.

TOTAL 450.00

I CERTIFY that (1) I have received the foregoing itinerary (2) the travel is necessary to the service, the period cover is reasonable and (3) the expenses claimed are proper.

Prepared by: (Official, Employee)

**ANTHONY BORNEO****MARLON G. BURLAS**

Supervisor

Approved by: (Head of Agency)

**EDGARDO E. TULIN**

President