

OBLIGATION REQUEST AND STATUS

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

No.: 02-101101-2022-12

Date: December 5, 2022

Fund: GF

Payee: NORBERTO M. MANAGBANAG

Office: DoPAC

Address: VSU, Visca, Baybay City, Leyte

Responsibility
Center

Particulars

MFO/PAP

UACS Code /
Expenditure

Amount

DoPAC

Payment for overtime for the month of August, October
& November 2022

2,581.68

Total

2,581.68

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

Signature

Printed Name

Position

Date

ELIZABETH S. QUEVEDO

Head, DoPAC

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

Signature

Printed Name

Position

Date

ALICIA M. FLORES

Head, Budget Unit/Authorized Representative

STATUS OF OBLIGATION

Reference

Amount

Date

Particulars

ORS/JEV/RCI/RADAI No.

Obligation

Payment

Not Yet Due

Due and
Demandable

02-101101-2022-12

2,581.68

2,581.68

Totals

2,581.68

2,581.68

21					
22					
23					
24					
25					
26					
27	8:00	12:00	1:00	5:00	
28					
29					
30					
31					

TOTAL

I certify on my honor that the above is true and correct
report of the hours of work performed, record of which was
made daily at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours.

ELIZABETH S. QUEVEDO

In-Charge

proved by: [] with pay [] without pay

DANIEL LESLIE S. TAN

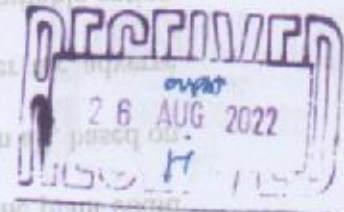
Vice President for Administration and Finance

12/5/2022

August 26, 2022

Date

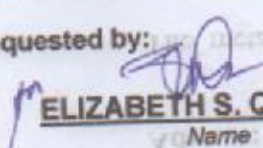
REQUEST TO RENDER OVERTIME



The President

Thru: The Vice President for Administration and Finance

This is to request for overtime of the following personnel:

Name of Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
Norberto M. Managbanag	August 27, 2022	Grass cut the DoPAC surrounding
Requested by:  ELIZABETH S. QUEVEDO Name	Approved by:  [x] with pay [] without pay DANIEL LESLIE S. TAN Vice President for Administration and Finance	
Head Position		
DoPAC Office		

GENERAL PAYROLL

(OVERTIME)

Department of Pure and Applied Chemistry

I acknowledge receipt of the sum shown opposite our names as full compensation for services rendered

December 8, 2022

N A M E	WAGES / HOUR	NO. OF HOURS RENDERED	CHARGING	GROSS AMOUNT	PAG-IBIG	WITHOLDING TAX	NET AMOUNT	SIGNATURE
1. Norberto M. Manegbanag	107.57	8	STP	860.56			860.56	
August 27, 2022								
October 1, 2022	107.57	8	STP	860.56			860.56	
Nov. 5, 2022	107.57	8	STP	860.56			860.56	
XXXXXXXX								
(P 12,621.00/month								
TOTALS				2,581.68			2,581.68	

CERTIFIED: Services have been duly rendered as stated.

APPROVED FOR PAYMENT

ELIZABETH S. QUEVEDO
HEAD, DoPAC

EDGARDO E. YUAN
PRESIDENT

CERTIFIED: Funds available:
in the amount of

2,581.68

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

NICK FREDDY R. BELLO
OIC, Head, Accounting Office

QUEEN-EVER Y. ATUPAN
Head, Cash Office