

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

No.: \_\_\_\_\_  
 Date: March 3, 2022  
 Fund: \_\_\_\_\_

|                       |                        |         |                         |               |
|-----------------------|------------------------|---------|-------------------------|---------------|
| Payee:                | Anthony L. Borneo      |         |                         |               |
| Office:               | HELVMU/GSD             |         |                         |               |
| Address:              | VSU                    |         |                         |               |
| Responsibility Center | Particulars            | MFO/PAP | UACS Code / Expenditure | Amount        |
|                       | Payment of per diem... |         |                         | 300.00        |
|                       | <b>Total</b>           |         |                         | <b>300.00</b> |

|  |  |
|--|--|
| <b>A</b> Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal. | <b>B</b> Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above. |
| Signature: _____<br>Printed Name: <b>Prof. Manolo B. Loreto Jr.</b><br>Position: Dean of Students<br>Date: _____   | _____<br><b>Alicia M. Flores</b><br>HEAD, BUDGET OFFICE  |

|           |                             |                       |            |         |             |                    |
|-----------|-----------------------------|-----------------------|------------|---------|-------------|--------------------|
| <b>C</b>  | <b>STATUS OF OBLIGATION</b> |                       |            |         |             |                    |
| Reference |                             |                       | Amount     |         |             |                    |
| Date      | Particulars                 | ORS/JEV/RCI/RADAI No. | Obligation | Payment | Not Yet Due | Due and Demandable |
|           | obligation                  |                       | 300.00     |         | 300.00      |                    |
|           | Totals                      |                       |            |         |             |                    |

office on March 9, 2020.

4. Quality Records Matrix

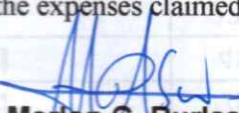
To remind their department head re QRM and submit the latter on March 31, 2020 at

All dDRC

**TOTAL**

**P300.00**

**I hereby certify that** (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable, and (4) the expenses claimed are proper.

  
**Marlon G. Burlas**  
 (IMMEDIATE SUPERVISOR)

Prepared by:

  
**Anthony L. Borneo**

APPROVED:

  
**Edgardo E. Tulin**  
 President