

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

Visca, Baybay City, Leyte

No.: MOOE 02-101101-2022

Date: Jan.28,2022

Fund: General Fund

Payee:	ALMA F. GOFREDO			
Office:	DBS			
Address:	Department of Biological Sciences, VSU, Visca Baybay City, Leyte			
Responsibility Center	Particulars	MFO/PAP	UACS Code /Expenditure	Amount
DBS	Payment of wages (Jan.1-31, 2022) .....	301000000	5021299000	8,301.00
<b>Total</b>				<b>8,301.00</b>

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

Signature  
Printed Name  
Position

**ANALYN M. MAZO**

HEAD, DBS

Date

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

Signature  
Printed Name  
Position

**ALICIA M. FLORES**

Head, Budget Office

Date

**C STATUS OF OBLIGATION**

Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
	Obligation	02-101101-2022	8,301.00	8,301.00		
	Totals		8,301.00	8,301.00		

6.

7. Receives and records incoming and outgoing documents for the department.
8. Performs other functions as assigned by the department head.

Submitted by:

  
**ALMA F. GOFREDO**  
Admin Aide I-Clerk, DBS

Verified by:

**ANALYN M. MAZO**  
Head, DBS