

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

No.: 02-1011011-2021-12
 Date: December 9, 2021
 Fund: Gen. Fund: Gen. Administration,
 Higher Education & Advance
 Education Programs

Payee: Mr. Junard C. Gucela & Mr. Marlon V. Dampios

Office: Office of the Dean of Students

Address: VSU, Visca Baybay, City Leyte

Responsibility
Center

Particulars

MFO/PAP

UACS Code /
Expenditure

Amount

PAYROLL
(December 1-15, 2021)

100000000

5021299000

11,621.40

Total

11,621.40

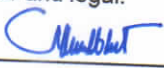
A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal.

Signature:

Printed Name:

Position:

Date


MANOLO B. LORETO, JR.
 Dean of Students

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

ALICIA M. FLORES
 OIC-Head, Budget Office

C

STATUS OF OBLIGATION

Reference

Amount

Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
Dec. 9, 2021	obligation	02-1011011-2021-12	11,621.40		11,621.40	
	Totals		11,621.40		11,621.40	

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

[illegible]

QUEEN-EVER Y. ATUPAN
HEAD, CASH DIVISION



ACCOMPLISHMENT ACCEPTANCE AND INSPECTIONS REPORT

To Whom It May Concern:

This is to certify that **Mr. Junard C. Gucela**, Job Order Worker (Clerk) of ODS, have rendered and facilitated the services and performs other functions assigned by the Dean of Students and other ODS staff for the period of December 1-15, 2021.

The undersigned, therefore, accepts the accomplished job as inspected with satisfactory rating.

Done this 9th day of **December 2021** at VSU, Visca, Baybay City, Leyte.


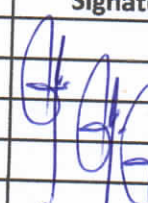
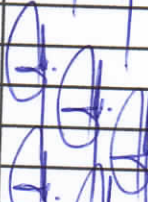

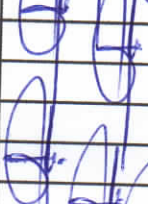

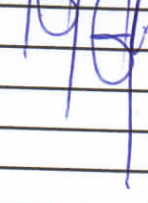
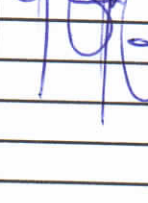
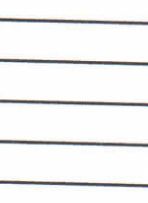
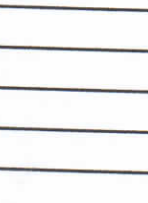
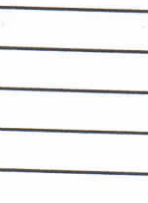
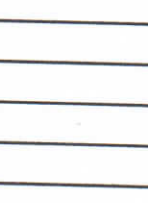
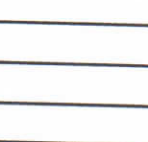
MANOLO B. LORETO, JR.

Dean of Student


DAILY TIME RECORD

JOB ORDER

Name: Mr. Junard C. Gucela
 Position: Clerk
 For the Period: December 1-15, 2021

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	7:58	12:10		12:48	5:16	
2	7:59	12:15		12:49	5:20	
3	7:59	12:15		12:38	5:15	
4	—					
5	—					
6	7:58	12:18		12:37	5:16	
7	7:59	12:18		01:00	5:00	
8	8:00	12:15		12:41	5:10	
9	7:59	12:00		01:00	5:00	
10	8:00	12:00		01:00	5:00	
11	—					
12	—					
13	8:00	12:00		01:00	5:00	
14	8:00	12:00		01:00	5:00	
15	8:00	12:00		01:00	5:00	
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
TOTAL	11 days					

Certified Correct:


MANOLO B. LORETO, JR.
 Immediate Superior



JUSTIFICATION

TO WHOM IT MAY CONCERN:

This is to justify that Mr. Junard C. Gucela, Job Order Worker has rendered overtime services during holiday on December 8, 2021. Due to the Printing of different signage for Dormitories & Cottages for the preparation of the opening of face to face classes.

This justification is issued upon the request of Mr. Gucela for whatever purpose it may serve.





















MANOLO B. LORETO, JR.
Dean of Student



DAILY TIME RECORD

JOB ORDER

Name: Mr. Marlon V. Dampios
 Position: Clerk
 For the Period: December 1-15, 2021

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	7:48	12:00		1:00	5:05	
2	7:50	12:00		1:00	5:05	
3	7:55	12:00		1:00	5:03	
4	— Saturday —					
5	— Sunday —					
6	7:40	12:00		1:00	5:04	
7	7:53	12:00		1:00	5:05	
8	— Holiday —					
9	7:53	12:00		1:00	5:03	
10	7:50	12:00		1:00	5:04	
11	— Saturday —					
12	— Sunday —					
13	7:50	12:00		1:00	5:05	
14	7:49	12:00		1:00	5:05	
15	7:41	12:00		1:00	5:03	
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
TOTAL	10 days					

Certified Correct:



MANOLO B. LORETO, JR.

Immediate Superior