

**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,

Payee:	Mr. Junard C. Gucela & Mr. Marlon V. Dampios
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Higher Education & Advance
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Office:	Office of the Dean of Students
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Education Programs
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Address:	VSU, Visca Baybay, City Leyte
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Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
				Total
	<b>PAYROLL</b> (December 1-15, 2021)	100000000	5021299000	<b>11,621.40</b>
				<b>11,621.40</b>

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

Signature:

Printed Name:

MANOLO B. LORETO, JR.

Position:

Dean of Students

Date

**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**

Date	Particulars	ORS/JEV/RCI/RADAI No.	Amount			
			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	

**GENERAL PAYROLL**  
**JOB ORDER**  
**OFFICE OF THE DEAN OF STUDENTS**

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

Dec. 1-15, 2021

**CERTIFIED:** Services have been duly rendered as stated.

APPROVED FOR PAYMENT:

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**MANOLO B. LORETO, JR.**  
DEAN OF STUDENTS

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**EDGARDO E. TULIN**  
**PRESIDENT**

CERTIFIED: Funds available in the amount of

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

**NICK FREDDY R. BELLO**  
**OIC HEAD, ACCOUNTING DIVISION**

**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 9<sup>th</sup> day of December 2021 at VSU, Visca, Baybay City, Leyte.

**MANOLO B. LORETO, JR.**  
Dean of Student



**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

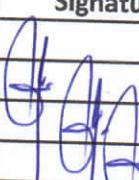
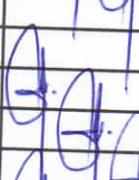
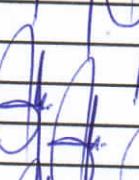
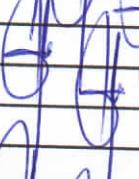
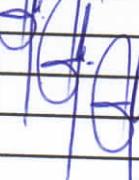
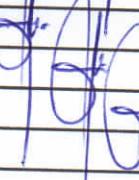
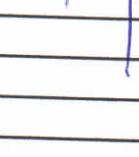
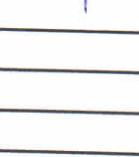
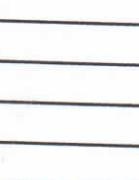
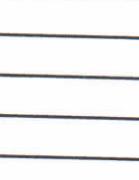
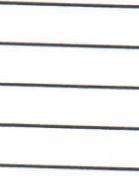
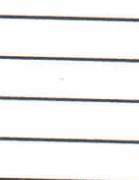
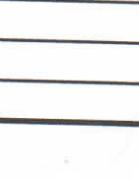
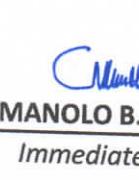
Page 1 of 1  
**FM-VSU-04**  
v0 05-04-2020

No.

# 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						
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22						
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25						
26						
27						
28						
29						
30						
31						
<b>TOTAL</b>	<u>11</u> 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



Management  
System  
ISO 9001:2015  
[www.tuv.com](http://www.tuv.com)  
ID: 910999049

**Vision:  
Mission:**

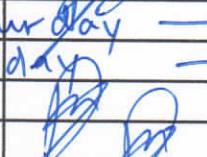
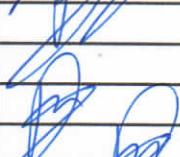
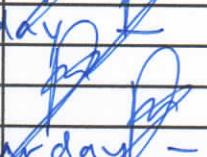
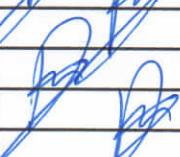
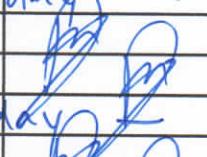
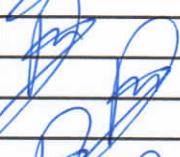
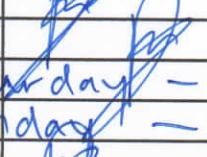
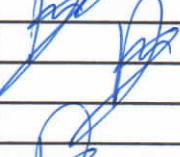
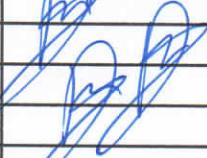
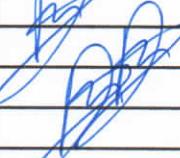
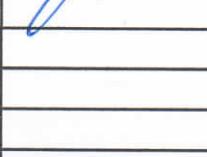
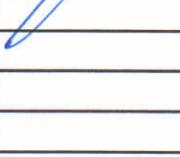
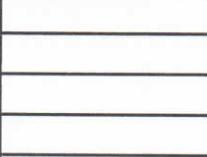
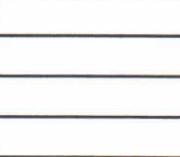
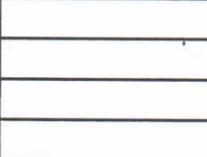
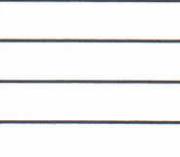
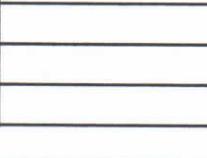
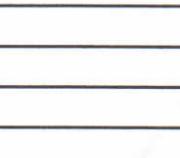
A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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**FM-VSU-12**  
v2 06-11-2020

# 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	5:04	
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	
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17						
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22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
TOTAL	10 days					

Certified Correct:



MANOLO B. LORETO, JR.

Immediate Superior