

VISAYAS STATE UNIVERSITY
Visca, Baybay, Ite

EMERGENCY EMPLOYMENT AND JOB ASSIGNMENT

Dept./Office/Center: Dept. of Pure & Applied Chemistry

Date: 03/7/2023

NAME	POSITION	JOB DESCRIPTION
Guilberto Batestil	Emergency Laborer	Grass cut the back portion of DoPAC BUILDING and back of laboratory rooms
X-X-X-X-X-X-X		

You are hereby employed to work in Depat. Of Pure & Applied Chemistry for the period of _____
February 20-23, 2023 at the rate of Php 350.00 per day.

This appointment is good for the period stated unless sooner revoked by competent authority or until funds for the said project is exhausted or the work is completed.

FUNDS AVAILABLE : P 1,400.00

Certified Correct :

Approved:

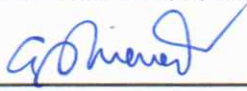
ELIZABETH S. QUEVEDO

Head, DoPAC

DANIEL LESLIE S. TAN

VP for Admin. & Finance

	VISAYAS STATE UNIVERSITY Entity Name		Fund Cluster : STF	
	DISBURSEMENT VOUCHER		Date : March 7,, 2023 DV No. :	
Mode of Payment	☐ MDS Check ☐ Commercial Check ☐ ADA ☐ Others (Please specify)			
Payee	GUILBERTO BATESTIL	TIN/Employee No.:	ORS/BURS No.:	
Address	VSU, Baybay City, Leyte			
Particulars		Responsibility Center	MFO/PAP	Amount
To payment for emergency laborer at DoPAC with all the required supporting papers hereto attached in the amount of...				1,400.00
				1,400.00
Amount Due				1,400.00
A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision. ELIZABETH S. QUEVEDO Head, DoPAC Printed Name, Designation and Signature of Supervisor				
B. Accounting Entry:				
Account Title		UACS Code	Debit	Credit
C. Certified:		D. Approved for Payment		
☐ Cash available ☐ Subject to Authority to Debit Account (when applicable) ☐ Supporting documents complete and amount claimed proper				
Signature		Signature		
Printed Name	NICK FREDDY R. BELLO	Printed Name	EDGARDO E. TULIN	
Position	Head, Accounting Unit	Position	President	
Date		Date		
E. Receipt of Payment				JEV No.
Check/ADA No. :		Date :	Bank Name & Account Number:	
Signature :		Date :	Printed Name: GUILBERTO BATESTIL	
Official Receipt No. & Date/Other Documents				

BUDGET UTILIZATION REQUEST AND STATUS				No.: 02-206441-2023--02-0392		
VISAYAS STATE UNIVERSITY				Date: February 27, 2023		
Visca, Baybay City, Leyte				Fund: STF		
Payee:	GUILBERTO BATESTIL					
Office:	DoPAC					
Address:	VSU, Visca, Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure			
DoPAC	PAYMENT FOR EMERGENCY LABORER for Feb. 20-23, 20023			1,400.00		
Total				1,400.00		
A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal Signature  Printed Name ELIZABETH S. QUEVEDO Position Head, DoPAC Date _____			B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above Signature _____ Printed Name ALICIA M. FLORES Position Head, Budget Unit/Authorized Representative Date _____			
C STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		02-206441-2023--02-0392	1,400.00		1,400.00	
		Totals	1,400.00		1,400.00	

DAILY TIME RECORD

JOB ORDER

Name: Guilberto Bafestil
 Position: Helper / Labor
 For the Period: February 2023

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20	7:00	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
21	7:00	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
22	7:00	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
23	7:00	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
24						
25						
26						
27						
28						
29						
30						
31						
TOTAL	days					

CERTIFIED CORRECT:

[Signature]
ELIZABETH S. QUEVEDO
 Immediate Superior

JOB ORDER

Dept. of Pure & Applied Chemistry

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

Feb. 20-23 2023

N A M E	Wage/day or Wage/month	No. of Days	FUND CHARGING	GROSS AMOUNT	PAG-IBIG				WITHHOLDING TAX	NET AMOUNT	SIGNATURE
					PREMIUM	MP2	Multi-Purpose Loan (MPL)	Calamity Loan (CAL)			
BATESTIL, GUILBERTO	350.00	4.00	STF	1,400.00						1,400.00	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
TOTAL				1,400.00	-	-	-	-	-	1,400.00	

CERTIFIED: Services have been duly rendered as stated.

APPROVED FOR PAYMENT:

ELIZABETH S. QUEVEDO

HEAD. DEPARTMENT

EDGARDO E. TULIN

PRESIDENT

CERTIFIED: Funds available in the amount of

1,400.00

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