

# OBLIGATION REQUEST AND STATUS

**VISAYAS STATE UNIVERSITY**  
 Visca, Baybay City, Leyte

No: MOOE 02-101101-2021

Date: Fund:

| Payee                     | Office         | Address |
|---------------------------|----------------|---------|
| Edmedio S. Pastoril et.al | Motor Pool/PPO |         |

| Responsibility Center | Particulars             | MFO/PAP | UACS Code/Expenditures | Amount   |
|-----------------------|-------------------------|---------|------------------------|----------|
|                       | Payment for overtime... |         | 5021306001             | 5,369.32 |
|                       | <b>TOTAL</b>            |         |                        | 5,369.32 |

A Certified Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal  
 B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above

| Signature | Printed Name            | Position                              | Date |
|-----------|-------------------------|---------------------------------------|------|
|           | GUINALDO FERNANDEZ, Jr. | University/Board Secretary            |      |
|           |                         | Head, Budget Office                   |      |
|           |                         | Budget Unit/Authorized Representative |      |

ALICIA M. FLORES

| Date | Particulars         | Reference             | Amount   |
|------|---------------------|-----------------------|----------|
|      | MOOE 02-101101-2021 | ORIS/JEV/RC/RADAI No. | 5,369.32 |
|      | Obligation          | Payment               | 5,369.32 |
|      | Obligation          | Not Yet Due           | 5,369.32 |
|      |                     | Due and Demandable    |          |

## STATUS OF OBLIGATION

| Date Returned | Vehicle Condition (After Travel) | Fuel & Lubricant | Arrival/Time In | Odometer/Mileage In |
|---------------|----------------------------------|------------------|-----------------|---------------------|
| Dec. 4, 2021  |                                  |                  | 5:30 AM         | N                   |
| Dec. 4, 2021  |                                  |                  | 5:00 PM         | F                   |

| Was the passengers following the call time & location?   | Was there any purchased of fuel/lubricant outside VSU Campus?      | Was the vehicle involved in accident or damaged while in your custody? | Was the vehicle used other than official government business?      |
|----------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes (Specify) <input type="checkbox"/> No | <input type="checkbox"/> Yes (Specify) <input type="checkbox"/> No     | <input type="checkbox"/> Yes (Specify) <input type="checkbox"/> No |

| Driver's Name & Signature                                                                                                                                                                                                   | Service Satisfaction                                                                                                                                                                                                                             | Driver's OVER ALL RATING                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Filled in by the Head of Party or Requesting Party<br>This vehicle will be used for official government business only. I have reviewed and complied with rules & regulations regarding the use of Government-Owned Vehicle. | <input type="checkbox"/> 1. Not Satisfied<br><input type="checkbox"/> 2. Slightly Satisfied<br><input type="checkbox"/> 3. Moderately Satisfied<br><input type="checkbox"/> 4. Very Satisfied<br><input type="checkbox"/> 5. Extremely Satisfied | <input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair <input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good <input type="checkbox"/> 5. - Excellent |
| SIGNATURE OVER PRINTED NAME                                                                                                                                                                                                 | Name and Signature                                                                                                                                                                                                                               | Comments & Suggestions                                                                                                                                                                   |