

<b>BUDGET UTILIZATION REQUEST AND STATUS</b>				No.: <u>MODE 03-101101-2022</u>	
<b>VISAYAS STATE UNIVERSITY</b>				Date: <u>January 20, 2022</u>	
<b>Visca, Baybay City, Leyte</b>				Fund:	
Payee:	Anthony L. Borneo				
Office:	PPO/HELVMU/GSD				
Address:	VSU				
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount	
	Payment of per diem...			600.00	
	Total			600.00	
<b>A</b> Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal.		<b>B</b> Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above.			
Signature: _____ Printed Name: <b>Guinaldo C. Fernandez</b> Position: Univ. Secretary Date: _____		<b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE			
<b>C</b> <b>STATUS OF OBLIGATION</b>					
Reference			Amount		
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due
	obligation		600.00		600.00
	Totals				
					Due and Demandable

Motor Pool Services Head

MARIO DAVID P. VALENZONA  
 (Director/Center Director/Agency Head)

<b>INSTRUCTIONS:</b> Drivers shall fill in this part properly. Drivers are accountable for and are responsible for reporting any vehicle damage, defects and accidents immediately					
Trip Ticket Issued/Received	Vehicle Condition (Before Travel)	Fuel & Lubricant Issued/Used	Departure/Time Out	Odometer/Mileage Out	
<u>1.4.2022</u>	<u>✓</u>		<u>6:00AM</u>	<u>15904</u>	
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In	
<u>1.5.2022</u>	<u>✓</u>		<u>6:30PM</u>	<u>16331</u>	
Was the passenger/s 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		Filled in by the Head of Party or Requesting Party			
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.		Service Satisfaction		Driver's OVER ALL RATING	
		<input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input type="checkbox"/> 4. Very Satisfied <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 <u>ANTHONY BORNEO</u>		Name and Signature <u>GUIRALDO C. FERNANDEZ, JR.</u>			
		Comments & Suggestions			