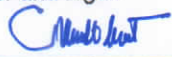


<b>BUDGET UTILIZATION REQUEST AND STATUS</b>			No.: 01-206441-2021-12			
<b>VISAYAS STATE UNIVERSITY</b>			Date: December 9, 2021			
<b>Visca, Baybay City, Leyte</b>			Fund: <b>STF: TF-SD</b>			
Payee:	Mr. Roel S. Loreto & Mr. Aljer D. Taripi					
Office:	Office of the Dean of Students					
Address:	VSU, Visca Baybay, City Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
	<b>PAYROLL</b> <b>( DECEMBER 1-22, 2021)</b>	100000000	5021299000	<b>16,602.00</b>		
	<b>Total</b>			<b>16,602.00</b>		
<b>A</b> Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal.  Signature:  Printed Name: <b>MANOLO B. LORETO, JR.</b> Position: Dean of Students Date:		<b>B</b> Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above.  <div style="text-align: right;"> <b>ALICIA M. FLORES</b>          OIC, Budget Office       </div>				
<b>C STATUS OF OBLIGATION</b>						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
Dec. 9, 2021	obligation	01-206441-2021-12	<b>16,602.00</b>		<b>16,602.00</b>	
		Totals	16,602.00		16,602.00	



## ACCOMPLISHMENT ACCEPTANCE AND INSPECTIONS REPORT

***To Whom It May Concern:***

This is to certify that **Mr. Roel S. Loreto and Mr. Aljer D. Taripi**, Job Order Worker (Laborer) of Student Dormitories c/o ODS, have rendered brushing & grass cutting the surroundings and pruning of trees of 26 Dormitories & Cottages and performs other functions assigned by the Dean of Students for the period of December, 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

# DAILY TIME RECORD

## JOB ORDER

Name: Mr. Roel S. Loreto  
 Position: Laborer  
 For the Period: Dec-21

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	7:55	12:02		1:00	5:03	
2	7:53	12:00		1:00	5:07	
3	7:54	12:07		1:00	5:08	
4						
5						
6	7:50	12:07		1:00	5:03	
7	7:53	12:07		1:00	5:04	
8						
9	7:58	12:03		1:00	5:07	
10	7:52	12:03		1:00	5:07	
11						
12						
13	7:56	12:07		1:00	5:02	
14	7:57	12:03		1:00	5:03	
15	7:50	12:04		1:00	5:04	
16	7:50	12:06		1:00	5:07	
17	7:53	12:06		1:00	5:07	
18						
19						
20	7:56	12:07		1:00	5:00	
21	7:55	12:08		1:00	5:00	
22	7:56	12:03		1:00	5:00	
23						
24						
25						
26						
27						
28						
29						
30						
31						
TOTAL	15 days					

Certified Correct:

**MANOLO B. LORETO, JR.**  
 Immediate Superior



# DAILY TIME RECORD

## JOB ORDER

Name: Mr. Aljer D. Tariqi  
 Position: Laborer  
 For the Period: Dec-21

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	7:35	12:02		12:50	5:01	
2	7:50	12:00		12:55	5:02	
3	7:40	12:01		12:40	5:03	
4						
5						
6	7:45	12:00		12:45	5:02	
7	7:51	12:01		12:47	5:03	
8	HOLIDAY					
9	7:40	12:00		12:40	5:01	
10	7:50	12:01		12:48	5:02	
11						
12						
13	7:50	12:00		12:49	5:01	
14	7:55	12:00		12:50	5:02	
15	7:40	12:01		12:55	5:03	
16	7:46	12:02		12:56	5:04	
17	7:51	12:04		12:51	5:05	
18						
19						
20	7:46	12:01		12:01	5:01	
21	7:48	12:02		12:02	5:02	
22	7:40	12:03		12:03	5:03	
23						
24						
25						
26						
27						
28						
29						
30						
31						
TOTAL	15 days					

Certified Correct:

**MANOLO B. LORETO, JR.**  
 Immediate Superior

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

N A M E	Wage/day or Wage/month	No. of Days	FUND CHARGING	GROSS AMOUNT	PAG-IBIG							
					PREMIUM	MP2	Multi-Purpose Loan (MPL)	Calamity Loan (CAL)	WITHHOLDING TAX	NET AMOUNT	SIGNATURE	
1) Loreto, Roel S.	553.40	15.00	STF	8,301.00	100.00							
2) Taripji, Aljer D.	553.40	15.00	STF	8,301.00	100.00						8,201.00	
X-X-X-X-X-X-X-X-X-X-X-X-X-											-	
											-	
											-	
											-	
											-	
											-	
											-	
											-	
											-	
											-	
TOTAL				16,602.00	200.00	-	-	-	-		16,402.00	

**QUEEN-EVER Y. ATUPAN**  
**HEAD, CASH DIVISION**