


BUDGET UTILIZATION REQUEST AND STATUS
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

No.: 01-206441-2021-12
 Date: December 9, 2021
 Fund: STF: TF:SD

Payee:	Mr. Genaro Atchecoso, Mr. Arnel P. Oquias, & Mr. Bryan M. Ponce			
Office:	Office of the Dean of Students			
Address:	VSU, Visca Baybay, City Leyte			
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
	PAYROLL (December 16-31, 2021)	100000000	5021299000	13,281.60
	Total			13,281.60

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. <div style="text-align: right;"> ALICIA M. FLORES OIC, Budget Office </div>
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C STATUS OF OBLIGATION						
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	13,281.60		13,281.60	
	Totals		13,281.60		13,281.60	



ACCOMPLISHMENT ACCEPTANCE AND INSPECTIONS REPORT

To Whom It May Concern:

This is to certify that **Mr. Genaro Athecoso, Mr. Arnel P. Oquias, and Mr. Bryan M. Ponce Job Order Worker** (Carpenter/Laborer) of Student Dormitories c/o ODS, have rendered carpentry, plumbing & electrical works of 26 Dormitories & Cottages and performs other functions assigned by the Dean of Students for the period of December 16-31, 2021.

The undersigned, therefore, accepts the accomplished job as inspected with satisfactory rating.

Done this 9th day of **December 2021** at VSU, Visca, Baybay City, Leyte.

MANOLO B. LORETO, JR.

Dean of Student

DAILY TIME RECORD

JOB ORDER

Name: Mr. Genaro Atchecoso
 Position: Carpenter/Laborer
 For the Period: December 16-31, 2021

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	7:50	12:02	<i>GA</i>	12:59	5:02	<i>GA</i>
17	7:59	12:03	<i>GA</i>	12:58	5:03	<i>GA</i>
18						
19						
20	7:58	12:02	<i>GA</i>	12:58	5:03	<i>GA</i>
21	7:58	12:03	<i>GA</i>	12:57	5:03	<i>GA</i>
22	7:59	12:02	<i>GA</i>	12:59	5:02	<i>GA</i>
23	7:58	12:03	<i>GA</i>	12:58	5:02	<i>GA</i>
24	7:59	12:03	<i>GA</i>	12:59	5:02	<i>GA</i>
25						
26						
27	7:58	12:02	<i>GA</i>	12:59	5:03	<i>GA</i>
28	7:59	12:02	<i>GA</i>	12:58	5:02	<i>GA</i>
29						
30						
31						
TOTAL	8 days					

Certified Correct:

Manolo B. Loreto, Jr.
MANOLO B. LORETO, JR.
 Immediate Superior

DAILY TIME RECORD

JOB ORDER

Name: Mr. Arnel P. Oquias
 Position: Carpenter/Laborer
 For the Period: December 16-31, 2021

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	7:40	12:01	<i>[Signature]</i>	12:50	5:02	<i>[Signature]</i>
17	7:50	12:02	<i>[Signature]</i>	12:45	5:01	<i>[Signature]</i>
18						
19						
20	7:45	12:02	<i>[Signature]</i>	12:50	5:01	<i>[Signature]</i>
21	7:45	12:01	<i>[Signature]</i>	12:45	5:02	<i>[Signature]</i>
22	7:50	12:01	<i>[Signature]</i>	12:50	5:01	<i>[Signature]</i>
23	7:45	12:02	<i>[Signature]</i>	12:45	5:02	<i>[Signature]</i>
24	7:50	12:01	<i>[Signature]</i>	12:50	5:02	<i>[Signature]</i>
25						
26						
27	7:45	12:01	<i>[Signature]</i>	12:45	5:01	<i>[Signature]</i>
28	7:40	12:01	<i>[Signature]</i>	12:45	5:01	<i>[Signature]</i>
29						
30						
31						
TOTAL	8	days				



















Certified Correct:

[Signature]
MANOLO B. LORETO, JR.
 Immediate Superior


DAILY TIME RECORD

JOB ORDER

Name: Mr. Bryan M. Ponce
 Position: Carpenter/Laborer
 For the Period: December 16-31, 2021

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	7:40	12:04		12:58	5:01	
17	7:39	12:05		12:59	5:02	
18						
19						
20	7:25	12:06		12:55	5:04	
21	7:36	12:07		12:58	5:05	
22	7:41	12:01		12:56	5:02	
23	7:43	12:02		12:57	5:03	
24	7:38	12:04		12:54	5:04	
25						
26						
27	7:39	12:05		12:53	5:02	
28	7:40	12:02		12:58	5:01	
29						
30						
31						
TOTAL	8	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.

December 16-31, 2021

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)			
1.) Atchecoso, Genaro	553.40	8.00	STF	4,427.20						4,427.20	
2) Oquias, Arnel P..	553.40	8.00	STF	4,427.20						4,427.20	
3.) Ponce, Bryan M.	553.40	8.00	STF	4,427.20						4,427.20	
X-X-X-X-X-X-X-X-X-X-X-										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
TOTAL				13,281.60	-	-	-	-	-	13,281.60	

APPROVED FOR PAYMENT:

EDGARDO E. TULIN
PRESIDENT

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

QUEEN-EVER Y. ATUPAN
HEAD, CASH DIVISION