


BUDGET UTILIZATION REQUEST AND STATUS				No.: 01-206441-2021-12		
VISAYAS STATE UNIVERSITY				Date: December 10, 2021		
Visca, Baybay City, Leyte				Fund: STF-OP-Common Fund		
Payee:	Ms. Gilly Mae Escasinas					
Office:	Office of the Dean of Students					
Address:	VSU, Visca Baybay, City Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
	PAYROLL (December 10-31, 2021)	100000000	5021299000	4,980.00		
	Total			4,980.00		
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 Head, Budget Office </div>				
C STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
Dec. 10, 2021	obligation	01-206441-2021-12	4,980.00		4,980.00	
	Totals		4,980.00		4,980.00	



ACCOMPLISHMENT ACCEPTANCE AND INSPECTIONS REPORT

To Whom It May Concern:

This is to certify that **Ms. Gilly Mae S. Escasinas**, Job Order Worker (Encoder) of CHED-UniFAST Billing for **first semester, SY 2021-2022** c/o Office of the Dean of Students (ODS), have rendered and facilitated the services 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 **10th** day of **December 2021** at VSU, Visca, Baybay City, Leyte.


MANOLO B. LORETO, JR.
Dean of Student

DAILY TIME RECORD

JOB ORDER

Name: Gilly Mae Escasinas
 Position: Encoder
 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	8:00	12:00	<i>Gmascif.</i>	1:00	5:00	<i>Gmascif.</i>
17	8:00	12:00	<i>Gmascif.</i>	1:00	5:00	<i>Gmascif.</i>
18						
19						
20	8:00	12:00	<i>Gmascif.</i>	1:00	5:05	<i>Gmascif.</i>
21	8:00	12:00	<i>Gmascif.</i>	1:00	5:15	<i>Gmascif.</i>
22	8:00	12:00	<i>Gmascif.</i>	1:00	5:10	<i>Gmascif.</i>
23	8:00	12:00	<i>Gmascif.</i>	1:00	5:05	<i>Gmascif.</i>
24						
25						
26						
27	8:00	12:00	<i>Gmascif.</i>	1:00	5:10	<i>Gmascif.</i>
28	8:00	12:00	<i>Gmascif.</i>	1:00	5:10	<i>Gmascif.</i>
29	8:00	12:00	<i>Gmascif.</i>	1:00	5:20	<i>Gmascif.</i>
30						
31						
TOTAL	days					

Certified Correct:


MANOLO B. LORETO, JR.
 Immediate Superior

**GENERAL PAYROLL
JOB ORDER
OFFICE OF THE DEAN OF STUDENTS**


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				WITHHOLDI NG TAX	NET AMOUNT	SIGNATURE
					PREMIUM	MP2	Multi- Purpose Loan	Calamity Loan (CAL)			
1. Escasinas, Gilly Mae	553.40	9.00	STF-OP Common Fund	4,980.60						4,980.60	
X-X-X-X-X-X-X-X-X-X-X-X-											
										-	
										-	
										-	
										-	
										-	
										-	
TOTAL				4,980.60	-	-	-	-	-	4,980.60	

CERTIFIED: Services have been duly rendered as stated.

APPROVED FOR PAYMENT:


MANOLO B. LORETO, JR.
DEAN OF STUDENTS

EDGARDO E. TULIN
PRESIDENT

CERTIFIED: Funds available in the amount of

4,980.60

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