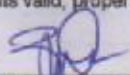


Annex F

| OBLIGATION REQUEST AND STATUS   |  |                        |                         |  | No.: 02-101101-2022-08 |                    |
|---|--|------------------------|-------------------------|--|------------------------|--------------------|
| VISAYAS STATE UNIVERSITY  |  |                        |                         |  | Date: August 28, 2022  |                    |
| Visca, Baybay City, Leyte   |  |                        |                         |  | Fund: GF               |                    |
| Payee:  | MARIA TERESITA D. MECAIRAN                                 |                        |                         |  |                        |                    |
| Office:   | DoPAC  |                        |                         |  |                        |                    |
| Address:  | VSU, Visca, Baybay City, Leyte                             |                        |                         |  |                        |                    |
| Responsibility Center   | Particulars  | MFO/PAP                | UACS Code / Expenditure | Amount   |                        |                    |
| DoPAC   | Payment for services rendered for the month of August 2022 |                        |                         | 9,961.20   |                        |                    |
|   | Total  |                        |                         | 9,961.20   |                        |                    |
| <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: <br>Printed Name: <u>ELIZABETH S. QUEVEDO</u><br>Position: <u>Head, DoPAC</u><br>Date: _____ |  |                        |                         | Signature: _____<br>Printed Name: <u>ALICIA M. FLORES</u><br>Position: <u>Head, Budget Unit/Authorized Representative</u><br>Date: _____ |                        |                    |
| <b>C</b> STATUS OF OBLIGATION   |  |                        |                         |  |                        |                    |
| Reference   |  |                        | Amount                  |  |                        |                    |
| Date  | Particulars  | ORS/JEV/RCI/RA DAI No. | Obligation              | Payment  | Not Yet Due            | Due and Demandable |
|   |  | 02-101101-2022-08      | 9,961.20                |  | 9,961.20               |                    |
| Totals  |  |                        | 9,961.20                |  | 9,961.20               |                    |



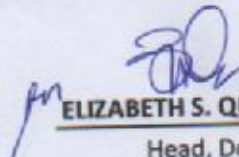
# DAILY TIME RECORD

## JOB ORDER

Name: MARIA TERESITA D. MECAIRAN  
 Position: JO-Adm. Aide  
 For the Period: August 3-26, 2022

| Date  | Morning             |       | Signature  | Afternoon |      | Signature  |
|-------|---------------------|-------|------------|-----------|------|------------|
|       | In                  | Out   |            | In        | Out  |            |
| 1     | DAY-OFF             |       |            |           |      |            |
| 2     | DAY-OFF             |       |            |           |      |            |
| 3     | 7:30                | 12:00 | <i>MAR</i> | 1:00      | 5:00 | <i>MAR</i> |
| 4     | 7:30                | 12:00 | <i>MAR</i> | 1:00      | 5:00 | <i>MAR</i> |
| 5     | 8:00                | 12:00 | <i>MAR</i> | 1:00      | 5:00 | <i>MAR</i> |
| 6     | SATURDAY            |       |            |           |      |            |
| 7     | SUNDAY              |       |            |           |      |            |
| 8     | 7:30                | 12:00 | <i>MAR</i> | 1:00      | 5:00 | <i>MAR</i> |
| 9     | 7:30                | 12:00 | <i>MAR</i> | 1:00      | 5:00 | <i>MAR</i> |
| 10    | 7:30                | 12:00 | <i>MAR</i> | 1:00      | 5:00 | <i>MAR</i> |
| 11    | 7:30                | 12:00 | <i>MAR</i> | 1:00      | 5:00 | <i>MAR</i> |
| 12    | 8:00                | 12:00 | <i>MAR</i> | 1:00      | 5:00 | <i>MAR</i> |
| 13    | SATURDAY            |       |            |           |      |            |
| 14    | SUNDAY              |       |            |           |      |            |
| 15    | 7:30                | 12:00 | <i>MAR</i> | 1:00      | 5:00 | <i>MAR</i> |
| 16    | 7:30                | 12:00 | <i>MAR</i> | 1:00      | 5:00 | <i>MAR</i> |
| 17    | 7:30                | 12:00 | <i>MAR</i> | 1:00      | 5:00 | <i>MAR</i> |
| 18    | 7:30                | 12:00 | <i>MAR</i> | 1:00      | 5:00 | <i>MAR</i> |
| 19    | 7:30                | 12:00 | <i>MAR</i> | 1:00      | 5:00 | <i>MAR</i> |
| 20    | SATURDAY            |       |            |           |      |            |
| 21    | SUNDAY              |       |            |           |      |            |
| 22    | 7:45                | 12:00 | <i>MAR</i> | 1:00      | 5:00 | <i>MAR</i> |
| 23    | 7:45                | 12:00 | <i>MAR</i> | 1:00      | 5:00 | <i>MAR</i> |
| 24    | 7:45                | 12:00 | <i>MAR</i> | 1:00      | 5:00 | <i>MAR</i> |
| 25    | 7:45                | 12:00 | <i>MAR</i> | 1:00      | 5:00 | <i>MAR</i> |
| 26    | 7:45                | 12:00 | <i>MAR</i> | 1:00      | 5:00 | <i>MAR</i> |
| 27    | SATURDAY            |       |            |           |      |            |
| 28    | SUNDAY              |       |            |           |      |            |
| 29    | NATIONAL HEROES DAY |       |            |           |      |            |
| 30    | DAY-OFF             |       |            |           |      |            |
| 31    | DAY-OFF             |       |            |           |      |            |
| TOTAL |                     |       |            |           |      |            |

Certified Correct:

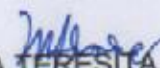
  
 ELIZABETH S. QUEVEDO, RCh. PhD  
 Head, DoPAC




## ACCOMPLISHMENT REPORT August 1-31, 2022

1. Coordinated office and administrative activities particularly storing, retrieving and integrating information and maintain proper recording and filing of records;
2. Facilitated in printing and submission of grades from the faculty;
3. Maintained cleanliness and orderliness of the office reception area;
4. Performed other function as assigned by the department head.

Submitted By:

  
MARIA TERESITA D. MECAIRAN  
Admin aide- JO

Noted By:

  
ELIZABETH S. QUEVEDO, RCh. PhD.  
Head, DoPAC



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

| NAME                        | Wage/day or<br>Wage/month | No. of<br>Days | FUND<br>CHARGING | GROSS<br>AMOUNT | PAG-IBIG |     |                             |                        |   |   | WITHHOLDI<br>NG TAX | NET<br>AMOUNT | SIGNATURE |
|-----------------------------|---------------------------|----------------|------------------|-----------------|----------|-----|-----------------------------|------------------------|---|---|---------------------|---------------|-----------|
|                             |                           |                |                  |                 | PREMIUM  | MP2 | Multi-Purpose<br>Loan (MPL) | Calamity<br>Loan (CAL) | - | - |                     |               |           |
| Mocairan, Maria Teresita D. | 553.40                    | 18             | GF-MOOE          | 9,961.20        | 100.00   |     |                             |                        |   |   |                     | 9,861.20      |           |
| *nothing follows*           |                           |                |                  |                 |          |     |                             |                        |   |   |                     | -             |           |
|                             |                           |                |                  |                 |          |     |                             |                        |   |   |                     | -             |           |
|                             |                           |                |                  |                 |          |     |                             |                        |   |   |                     | -             |           |
|                             |                           |                |                  |                 |          |     |                             |                        |   |   |                     | -             |           |
|                             |                           |                |                  |                 |          |     |                             |                        |   |   |                     | -             |           |
|                             |                           |                |                  |                 |          |     |                             |                        |   |   |                     | -             |           |
|                             |                           |                |                  |                 |          |     |                             |                        |   |   |                     | -             |           |
|                             |                           |                |                  |                 |          |     |                             |                        |   |   |                     | -             |           |
|                             |                           |                |                  |                 |          |     |                             |                        |   |   |                     | -             |           |
| TOTAL                       |                           |                |                  | 9,961.20        | 100.00   | -   | -                           | -                      | - | - |                     | 9,861.20      |           |

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