Anne **BUDGET UTILIZATION REQUEST AND STATUS** No.: 01-206441-2021-12 VISAYAS STATE UNIVERSITY Date: December 9, 2021 Visca, Baybay City, Leyte Fund: STF: TF-SD Mr. Genaro Atchecoso, Mr. Arnel P. Oquias, & Mr. Bryan M. Ponce Payee: Office: Office of the Dean of Students Address: VSU, Visca Baybay, City Leyte Responsibility **Particulars** UACS Code / Center MFO/PAP Amount Expenditure **PAYROLL** 100000000 5021299000 16,602. (DECEMBER 1-15, 2021) **Total** 16,602. Certified: A Charges to appropration/allotment B Certified: Allotment available and obligated for the necessary, lawful and under my direct purpose/adjustment necessary as indicated above. supervision and supporting documents valid, proper and legal. Signature: Printed Name: MANOLO B. LORETO, JR. ALICIA M. FLORES osition: Dean of Students OIC, Budget Office)ate C STATUS OF OBLIGATION Reference Amount

Obligation

16,602.00

16,602.00

Payment

Not Yet Due

16,602.00

16,602.00

Due and

Demandable

ORS/JEV/RCI/RADAI

No.

01-206441-2021-12

Totals

Date

lec. 9, 2021

Particulars

obligation





OFFICE OF THE DEAN OF STUDENTS

Visca, Baybay City, Leyte, PHILIPPINES Tel No.: 053 565 0600 (loc 1070) Telefax: +63 53 563 7067 Email: usso@vsu.edu.ph Website: www.vsu.edu.ph

ACCOMPLISHMENT ACCEPTANCE AND INSPECTIONS REPORT

To Whom It May Concern:

This is to certify that Mr. Genaro Atchecoso, 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 1-15, 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 1-15, 2021

Date	Mor	ning	Signature	After	noon	Signature			
	In	Out	_1	In	Out	0 1			
1	7:5B	12-02	_ (6)	12:50	303	(30),			
2	759	12:02	- Od.	1237	302	Q1			
3	17.58	12:03	QH	12:58	205	- OP			
4	1	1				/			
5				,					
6	7:39	1202	69	1257	305	Q1,			
7	7:58	1203	GH .	1258	503	<i>A</i>			
8	/	L		· ·					
9	7:57	12:03	af	1258	502	- OH 1			
10	7:58	1202	- OFF	1258	503	CFF .			
11	/ .	/	//	/					
12									
13	7.38	1202	CAR	12:50	302	01/1			
14	1759	1203	641	12:57	503	Coff 1			
15	7:38	1202	09	12:59	301	(JOP)			
16		L	` /			1/			
17			1						
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19									
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24									
25									
26									
27									
28									
29									
30									
31					7				
TOTAL	0	days				1 /			

Certified Correct:

MANOLO B. LORETO, JR.

Immediate Superior

DAILY TIME RECORD JOB ORDER

Name:

Mr. Arnel P. Oquias

Position:

Carpenter/Laborer

For the Period:

December 1-15, 2021

Date	Mo	rning	Signature	Afte	rnoon	Signature			
	In	Out		In	Out				
1	7:40	12:01	1	12:50	5:01	A			
2	7:45	12:82	Q4	12:45	5:02	Co			
3	7:40	12:01	(g	12:50	5)01	Ug			
4			0			0			
5						ж			
6	7:45	12:02	1	12:55	5/01	4			
7	7:50	12:01	O4	12150	5101	VA			
8						0			
9	7:50	12102	1	12:40	5:02	4			
10	7:45	12101	O4	12:45	5:01	Og			
11				3		0			
12									
13	7:40	12:01	A	1200	5701	1			
14	7:00	12:01	W.	12:45	5:02	OA.			
15	7:55	12:01	Us	12:50	6:01	a			
16			0						
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25									
26				1					
27									
28									
29									
30									
31					4				
TOTAL	10	days			<i>*</i>	7			

Certified Correct:

MANOLO B. LORETO, JR.

Immediate Superior

JOB ORDER

Name:

Mr. Bryan M. Ponce

Position:

Carpenter/Laborer

For the Period:

December 1-15, 2021

Date	Mo	rning	Signature	Afte	rnoon	Signature				
	In	Out		In	Out					
1	7:35	12:02	Soul	12:57	5:05	90 P .				
2	7:40	12:63	20.2	12:56	5:03	ConA				
3	7:38	12:02	Dong	12:55	5:04	ow 2				
. 4			4							
- 5										
6	7:44	12:01	Don 2	12:59	5105	ZorZ				
7	7:43	12.03	202	12:59	5:03	Quitz				
- 8					,					
9	7:42	12:04	Sout	12:56	5.01	Que 2				
10	7:39	12:05	Lev 2	12:57	5:02	QuiQ				
· 11			4			4				
. 12										
13	7:41	12:02	Co. 2	12:58	5:65	Con 2				
14	7:37	12:01	2010	12:54	5:02	Jorg				
15	7:35	12:02	Q12	12:56	5:01	Sont				
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17						9				
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25		*								
- 26										
27										
28										
29										
30										
31										
TOTAL	10	days								

Certified Correct:

MANOLO B. LORETO, JR.

Immediate Superior

JOB ORDER OFFICE OF THE DEAN OF STUDENTS GENERAL PAYROLL

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

Z A 3 П Wage/day or No. of FUND GROSS PAG-IBIG December 1-15, 2021 VATURE

CERTIFIED: Services have been duly rendered as stated.									X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-	er) - erree, wigari wi.	3) Ponce Rivan M	Cyulas, Amel P.		1.) Atchecoso, Genaro		
duly rendered										553.40		553.40	04.00	553 40	Wage/month Days CHARGING	
as stated										10.00		10.00	TO.00	1000	Days	
i.	- 11	TOTAL								STF		STF	SIF		CHARGING	
	. 0,002.00	16.602 00								5,534.00	0,004.00	E E3/ 00	5,534.00		AMOUNT	
	200.00	200 00							100.00	100.00	TOO.OO	10000			PREMIUM	
															MP2	
APPROVED FOR PAYMENT														בספוו (ואודיב)		
FOR PAYN														Loan (CAL)	Calamity	
ENT.	1														WITHHOLDING	
	16,402.00	,		,t:					5,434.00	5,434.00	7 424 00	5,534.00		ZIVIOOINI	NET	
												100			SIGN	

MANOLO B. LORETO, JR. DEAN OF STUDENTS Mado La

CERTIFIED: Funds available in the amount of

16,602.00

OIC HEAD, ACCOUNTING DIVISION NICK FREDDY R. BELLO

EDGARDO E. TULIN PRESIDENT

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

QUEEN-EVER Y. ATUPAN

HEAD, CASH DIVISION