

**OBLIGATION REQUEST AND STATUS****VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

No: MOOE 02-101101-2022

Date: \_\_\_\_\_

Fund: \_\_\_\_\_

Payee	Charlie Mark Cutamora			
Office	Motor Pool/PPO			
Address				
Responsibility Center	Particulars	MFO/PAP	UACS Code/Expenditures	Amount
	Payment of Per Diem...		5020101000	600.00
	<b>TOTAL</b>			600.00

A Certified Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal

B Certified:

Allotment available and obligated for the purpose/adjustment necessary as indicated above

Signature

Printed Name

**MANOLO B. LORETO Jr.**

Position

Dean of Students

Date

Signature

Printed Name

**ALICIA M. FLORES**

Position

Head, Budget Office

Date

Budget Unit/Authorized Representative

C STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RC/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
	Obligation	MOOE 02-101101-2022	600.00		600.00	
	TOTALS					

TOTAL 600.00

I CERTIFY that (1) I have received the foregoing itinerary (2) the travel is necessary to the service, the period cover is reasonable and (3) the expenses claimed are proper.

Prepared by: (Official, Employee)

  
**CHARLIE MARK CUTAMORA**

Approved by: (Head of Agency)

**MARLON G. BURLAS**

Supervisor

**EDGARDO E. TULIN**

President