

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

Visca, Baybay City, Leyte

No: MOOE 02-101101-2021

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

450.00

**TOTAL**

450.00

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

Budget Unit/Authorized Representative

Date

C

**STATUS OF OBLIGATION**

Reference			Amount			
Date	Particulars	ORS/JEV/RC/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
	Obligation	MOOE 02-101101-2021	450.00		450.00	
		TOTALS				

8.

9.

\*For more than (10) passengers, use separate sheet.

TOTAL 450.00

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

E. /Recd

Check/  
ADA No.:

Signature

Official Receipt No. &amp; Date