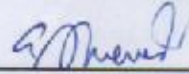


OBLIGATION REQUEST AND STATUS VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte				No.: MOOE 02101101 2023		
				Date: April 19, 2023		
				Fund: CF		
Payee:	Jane M. Abapo et al.,					
Office:	DoPAC					
Address:	VSU, Baybay City					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
DoPAC	Cultural Allowance 2023	100000000	50203990 00	6,000.00		
Total				6,000.00		
A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal Signature  Printed Name ELIZABETH S. QUEVEDO Position Head, DoPAC Date _____			B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above Signature _____ Printed Name ALICIA M. FLORES Position Head, Budget Office Date _____			
C STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		MOOE 02101101 2023	6,000.00		6,000.00	
Totals						

INSPECTION AND ACCEPTANCE REPORT
Visayas State University
Agency

Supplier : Pls see attached receipts

AR No. _____

PO No. 1

Date April 19, 2023

Requisitioning Office/Dept. **DoPAC**

Item No	Unit	DESCRIPTION	Quantity
1	pair	JMabapo- Ladies sports shoes	1
2	pc	GCAIbarico-Polo shirts	4
3	pc	MRAInsik- Fitness apparel	1
4	pair	NMManagbanag- Sports shoes	1

INSPECTION

ACCEPTANCE

Date Inspected: see individual receipts

☐

Inspected verified and found OK
as to quantity and specifications

Date Received: see individual receipts

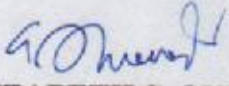
☐

Complete

☐

Partial

MA. FE A. BASLAN
 Inspection Officers


ELIZABETH S. QUEVEDO
 Head, DoPAC



3 April 2023

MEMORANDUM CIRCULAR NO. 59
Series of 2023

T O: All Concerned
R E: Cultural Allowance

Sec. 52, page 771 R.A. 11936 GAA 2023 Vol. 1-A Cultural and Athletic Activities. The Act provides that ***"An amount not exceeding One Thousand Five Hundred Pesos (P1,500.00) in a year, maybe used for the purchase of costume or uniform, and other related expenses in the conduct of cultural and athletic activities per employee-participant."***

In consonance with the above provision, the University grants the full amount to all personnel within the university system whether permanent, temporary, casual or contractual status (not Job Order basis) who actively participate and/or attend all university-wide cultural and sports activities during the year (i.e. Anniversary, Graduation, Sportsfest, etc.) The following service requirements shall be observed:

A. **Qualified personnel**

1. Those who are already in the government service and are to render services for at least six (6) months in a particular fiscal year including leave of absence with pay.
2. Newly hired employees may qualify for reimbursement only after rendering six (6) months of service
3. An employee on study leave/training/scholarship grant locally or abroad shall be entitled to the cultural allowance for the year if he/she renders at least six (6) months of service in the same year and/or after the study/training/scholarship grant.
4. If an employee is on study/training/scholarship/sabbatical grant for the whole year (locally and abroad) and is not required to report to work, he/she is not entitled to cultural/athletic allowance.

B. **Period of purchase**

The grant is in the form of cultural/sports attire (shoes included). Every department/office/center/institute shall collect receipts from each employee worth P1,500.00 and dated between April 17-May 5, 2023 and prepare the payroll together with the receipts of purchase. Payment of cultural allowance is on reimbursement basis and to be credited to your respective ATM accounts. To facilitate processing, there should only be one payroll for each office/department. Processing of payrolls will be until May 15, 2023 except for concerned employees who will have to comply the service requirement of six (6) months (i.e. new employees, scholars and faculty on sabbatical leave).

For compliance.

EDGARDO E. TULIN,
President

GENERAL PAYROLL

DEPARTMENT OF PURE AND APPLIED CHEMISTRY

We acknowledge receipt of cash shown opposite our name as full compensation for services rendered for the period covered.

NAME	Position	No. of Days	FUND CHARGING	GROSS AMOUNT	PAG-IBIG				WITHIN 15% TAX
					PREMIUM	MP2	Multi-Purpose Loan (MPL)	Calamity Loan (CAL)	
1) Abapo, Jane M.									
2) Albarico, Genesis C.	Lab Tech II			1,500.00					
3) Insik, Maria Robelyn A.	Instructor II		CF	1,500.00					
4) Managbanag, Norberto M.	Instructor I			1,500.00					
	Admin Aide I			1,500.00					
A. CERTIFIED: Services duly rendered as stated.				TOTAL					
				6,000.00					

C. APPROVED FOR PAYMENT:

ELIZABETH S. QUEVEDO
HEAD, DoPAC

EDGARDO E. TULIN
PRESIDENT

B. CERTIFIED: Supporting documents complete and proper; and cash available in the amount of ₱ 6,000.00

NICK FREDDY R. BELLO
OIC HEAD, OFFICE OF THE HEAD OF ACCOUNTING

D. CERTIFIED: Each employee whose name appears on the payroll has been paid the amount as indicated opposite his/her name

QUEEN-EVER Y. ATUPAN
HEAD, CASH DIVISION

E. ORS/BURS No. :

Date : _____

JEV No. : _____

Date : _____

GENERAL PAYROLL **DEPARTMENT OF PURE AND APPLIED CHEMISTRY**

We acknowledge receipt of cash shown opposite our name as full compensation for services rendered for the period covered.

N A M E	Position	No. of Days	FUND CHARGING	GROSS AMOUNT	PAG-IBIG			WITHHOLDING TAX	NET AMOUNT
					PREMIUM	MP2	Multi-Purpose Loan (MPL)	Celebrity Loan (CAL)	
1) Abapo, Jane M.	Lab Tech II		CF	1,500.00					1,500.00
2) Albarico, Genesis C.	Instructor II			1,500.00					1,500.00
3) Insik, Maria Robelyn A.	Instructor I			1,500.00					1,500.00
4) Managbanag, Norberto M.	Admin Aide I			1,500.00					1,500.00
TOTAL				6,000.00					6,000.00

A. CERTIFIED: Services duly rendered as stated.

C. APPROVED FOR PAYMENT:

ELIZABETH S. QUEVEDO
 HEAD, DOPAC

EDGARDO E. TULIN
 PRESIDENT

B. CERTIFIED: Supporting documents complete and proper, and cash available in the amount of ₱

6,000.00

D. CERTIFIED: Each employee whose name appears on the payroll has been paid the amount as indicated opposite his/her name

NICK FREDDY R. BELLO
 OIC HEAD, OFFICE OF THE HEAD OF ACCOUNTING

QUEEN-EVER Y. ATUPAN
 HEAD, CASH DIVISION

E. ORSBURS No.: _____

Date: _____
 JEV No.: _____
 Date: _____