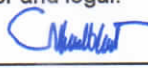


BUDGET UTILIZATION REQUEST AND STATUS				No.: 01-206441-2021-12		
VISAYAS STATE UNIVERSITY				Date: December 10, 2021		
Visca, Baybay City, Leyte				Fund: STF-OP-Common Fund		
Payee:	Ms. Gilly Mae Escasinas					
Office:	Office of the Dean of Students					
Address:	VSU, Visca Baybay, City Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
	PAYROLL (December 2-15, 2021)	100000000	5021299000	4,980.00		
	Total			4,980.00		
A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal. Signature:  Printed Name: MANOLO B. LORETO, JR. Position: Dean of Students Date:		B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above. <div style="text-align: right;"> ALICIA M. FLORES OIC Head, Budget Office </div>				
C STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
Dec. 10, 2021	obligation	01-206441-2021-12	4,980.00		4,980.00	
	Totals		4,980.00		4,980.00	



ACCOMPLISHMENT ACCEPTANCE AND INSPECTIONS REPORT

To Whom It May Concern:

This is to certify that **Ms. Gilly Mae S. Escasinas**, Job Order Worker (Encoder) of CHED-UniFAST Billing for **first semester, SY 2021-2022** c/o Office of the Dean of Students (ODS), have rendered and facilitated the services and performs other functions assigned by the Dean of Students for the period of December 2-15, 2021.

The undersigned, therefore, accepts the accomplished job as inspected with satisfactory rating.

Done this 10th day of **December 2021** at VSU, Visca, Baybay City, Leyte.

MANOLO B. LORETO, JR.
Dean of Student

DAILY TIME RECORD

JOB ORDER

Name: Gilly Mae Escasinas
 Position: Encoder
 For the Period: December 1-15, 2021

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1						
2	8:00	12:00	Gmaef.	1:00	5:00	Gmaef.
3	8:00	12:00	Gmaef.	1:00	5:00	Gmaef.
4						
5						
6	8:00	12:00	Gmaef.	1:00	5:00	Gmaef.
7	7:55	12:00	Gmaef.	1:00	5:00	Gmaef.
8						
9	8:00	12:00	Gmaef.	1:00	5:32	Gmaef.
10	8:29	12:00	Gmaef.	1:00	5:00	Gmaef.
11						
12						
13	8:00	12:00	Gmaef.	1:00	5:15	Gmaef.
14	8:00	12:00	Gmaef.	1:00	5:05	Gmaef.
15	8:00	12:00	Gmaef.	1:00	5:10	Gmaef.
16	8:00	12:00	Gmaef.	1:00	5:00	Gmaef.
17	8:00	12:00	Gmaef.	1:00	5:00	Gmaef.
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
TOTAL	days					

Certified Correct:

MANOLO B. LORETO, JR.

Immediate Superior

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

[illegible]

QUEEN-EVER Y. ATUPAN
HEAD, CASH DIVISION