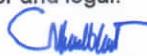
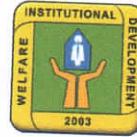


BUDGET UTILIZATION REQUEST AND STATUS VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte			No.: 01-206441-2021-12			
Payee:	Ms. Gilly Mae Escasinas		Date: December 10, 2021			
Office:	Office of the Dean of Students		Fund: STF-OP-Common Fund			
Address:	VSU, Visca Baybay, City Leyte					
Responsibility 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.	B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above.				
Signature:			ALICIA M. FLORES			
Printed Name:	MANOLO B. LORETO, JR.		OIC Head, Budget Office			
Position:	Dean of Students					
Date						
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



Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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FM-VSU-04
v0 05-04-2020

No. 21-108

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	Gilly Mae.	1:00	5:00	Gilly Mae.
3	8:00	12:00	Gilly Mae.	1:00	5:00	Gilly Mae.
4						
5						
6	8:00	12:00	Gilly Mae.	1:00	5:00	Gilly Mae.
7	7:55	12:00	Gilly Mae.	1:00	5:00	Gilly Mae.
8						
9	8:00	12:00	Gilly Mae.	1:00	5:32	Gilly Mae.
10	8:29	12:00	Gilly Mae.	1:00	5:00	Gilly Mae.
11						
12						
13	8:00	12:00	Gilly Mae.	1:00	5:15	Gilly Mae.
14	8:00	12:00	Gilly Mae.	1:00	5:05	Gilly Mae.
15	8:00	12:00	Gilly Mae.	1:00	5:10	Gilly Mae.
16	8:00 12:00	8:00 12:00	Gilly Mae.	8:00 12:00	8:00 12:00	Gilly Mae.
17	8:00 12:00	8:00 12:00	Gilly Mae.	8:00 12:00	8:00 12:00	Gilly Mae.
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
TOTAL	days					

Certified Correct:



MANOLO B. LORETO, JR.

Immediate Superior

GENERAL PAYROLL
JOB ORDER
OFFICE OF THE DEAN OF STUDENTS

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

December 2-15, 2021

CERTIFIED: Services have been duly rendered as stated.

APPROVED FOR PAYMENT:

MANOLO B. LORETO, JR.
DEAN OF STUDENTS

EDGARDO E. TULIN
PRESIDENT

CERTIFIED: Funds available in the amount of

CERTIFIED: Each employee whose names appears above

NICK FREDDY R. BELLO
O/C HEAD, ACCOUNTING DIVISION

QUEEN-EVER Y. ATUPAN
HEAD, CASH DIVISION
