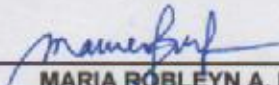
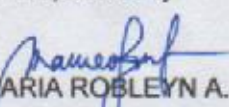
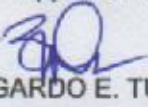



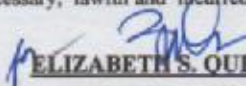
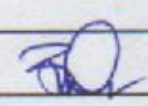
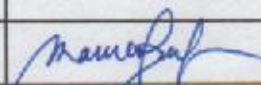
OBLIGATION REQUEST AND STATUS				No.:		
VISAYAS STATE UNIVERSITY				Date: April 19, 2023		
Visca, Baybay City, Leyte				Fund: ECH.14-1420.15		
Payee:	VSU FUEL STATION					
Office:	DOPAC VSU					
Address:	VSU, Visca, Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
GF--MOOE	Diesel expense in the amount of "project code ECH-14-1420.15"			2,960.00		
	Total			2,960.00		
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: MARIA ROBLEYN A. INSIK Position: Project Leader Date: _____			Signature: _____ Printed Name: ALICIA M. FLORES Position: Head, Budget Unit/Authorized Representative Date: _____			
STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		0	2,960.00		2,960.00	
		Totals	2,960.00		2,960.00	

REQUISITION AND ISSUE SLIP

Visayas State University

Agency

Division		Responsibility Center		RIS No. _____	Date: April 19, 2023	
Office: DOPAC		DOPAC GF				
REQUISITION					ISSUANCE	
Stock No	Unit	Description	Quantity	Unit Price	Total	
	liters	Diesel X-X-X-X-X-X-X	40	74.00	2,960.00	
			Total		2,960.00	
Purpose: Travel to Dulag, Julita and Burauen, Leyte (Research Sampling sites along the Daguitan-Marabong River)						
Requested by		Approved by		Issued by		Received by
 Name: MARIA ROBLEYN A. INSIK Office: Project Leader, DoPac		 EDGARDO E. TULIN President				

 VISAYAS STATE UNIVERSITY Entity Name DISBURSEMENT VOUCHER		Fund Cluster :									
		ECH 14-1420.15									
		19-Apr-23									
DV No. :											
Mode of Payment	<input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify)										
Payee	MARIA ROBELYN A. INSIK	TIN/Employee No.:	ORS/BURS No.:								
Address	VSU, Baybay City, Leyte										
Particulars		Responsibility Center	Amount								
Payment for fuel expense travel during May 4, 2023 papers hereto attached in the amount of.....			2,960.00								
Amount Due			2,960.00								
A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.  ELIZABETH S. QUEVEDO Printed Name, Designation and Signature of Supervisor											
B. Accounting Entry: <table border="1"> <thead> <tr> <th>Account Title</th> <th>UACS Code</th> <th>Debit</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Account Title	UACS Code	Debit	Credit				
Account Title	UACS Code	Debit	Credit								
C. Certified: <input type="checkbox"/> Cash available <input type="checkbox"/> Subject to Authority to Debit Account (when applicable) <input type="checkbox"/> Supporting documents complete and amount claimed proper Signature: _____ Printed Name: NICK FREDDY R. BELLO Position: Head, Accounting Unit Date: _____		D. Approved for Payment Signature:  Printed Name: EDGARDO E. TULIN Position: President Date: _____									
E. Receipt of Payment Check/ADA No. : _____ Date : _____ Bank Name & Account Number: _____ Signature:  Date : _____ Printed Name: MARIA ROBELYN A. INSIK			JEV No. _____ Date: _____								
Official Receipt No. & Date/Other Documents											



TRIP TICKET

Date Filed April 19, 2023 Trip Number : _____
 Scheduled Travel May 4, 2023 Destination : Dulag, Julita, Burauen, Leyte
 Date/s : _____
 Departure Time : 4:30 AM Driver will report : Maria Robelyn A. Insik
 to : _____
 Purpose : Courtesy Call/Meeting with respective LGUs and reconnaissance (on-site) survey of the sampling sites

 Head of Party: Maria Robelyn A. Insik

Passengers	Department/Office/Center/Project	Contact Number(s)
MARIA ROBELYN A. INSIK	DOPAC-Faculty	09179640037
JAILENN JANNARAIN	DOPAC-Faculty	09124475153
RHEA MEL GARCIA	DOPAC-Student	09096621551
IVY GWEN T. PAGUIA	DOPAC-Student	09612402005
FREZEIL ROCHE	DOPAC-Student	09195979840
MARIA CRESCCELIA JOY YARE	DOPAC-Student	09394069191
DONNA RAMADA	DOPAC-Student	09169116873
AUBREY ARCILLAS	DOPAC-Student	09208278347
MARCELINO SACAY	DOPAC-Student	09463866739
KRISTINE JOY CUTANDA	DOPAC-Student	09483858275
JHONEL GALVEZ	DOPAC-Student	09685693970

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

Vehicle Type: _____

Vehicle Plate No.: _____

Requesting party: _____

MARIA ROBELYN A. INSIK

Dispatched: _____

AMIEL R. ARMADA

Recommended: _____

MARLON G. BURLAS

Approved: _____

MARIO LILIO VALENZONA

Maintenance in Charge

Motor Pool Services Head

(Director/Center Director/Agency Head)

INSTRUCTIONS: Drivers shall fill in this part properly. Drivers are accountable for and are responsible for reporting any vehicle damage, defects and accidents immediately.

Trip Ticket Issued/Received	Vehicle Condition (Before Travel)	Fuel & Lubricant Issued/Used	Departure/Time Out	Odometer/Mileage Out
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In

Was the passenger/s following the call time & location?

☐ Yes

☐ No

Was there any purchased of fuel/lubricant outside VSU Campus?

☐ Yes (Specify)

☐ No

Was the vehicle involved in accident or damaged while in your custody?

☐ Yes (Specify)

☐ No

Was the vehicle used other than official government business?

☐ Yes (Specify)

☐ No

Driver's Name & Signature

Filled in by the Head of Party or Requesting Party

This vehicle will be used for official government business only. I have reviewed and complied with rules & regulations regarding the use of Government-Owned Vehicle.

Service Satisfaction

- ☐ 1. Not Satisfied
☐ 2. Slightly Satisfied
☐ 3. Moderately Satisfied
☐ 4. Very Satisfied
☐ 5. Extremely Satisfied

Driver's OVER ALL RATING

- ☐ 1. - Poor ☐ 2. - Fair
☐ 3. - Good ☐ 4. - Very Good
☐ 5. - Excellent

Comments & Suggestions

SIGNATURE OVER PRINTED NAME

Name and Signature