

**GENERAL PAYROLL**  
**JOB ORDER**  
**OFFICE OF THE DEAN OF STUDENTS**

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

November 16-29 2021

CERTIFIED: Services have been duly rendered as stated,

APPROVED FOR PAYMENT:

**EDGARDO E. TULIN**  
**PRESIDENT**  
**MANOLO B. LORETO, JR.**  
**DEAN OF STUDENTS**

EDGARDO E. TULIN  
*PRESIDENT*

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**EDGARDO E. TULIN**  
*PRESIDENT*

CERTIFIED: Funds available in the amount of

**CERTIFIED:** Each employee whose names appears above have been paid the amount opposite his/her names

**NICK FREDDY R. BELLO**  
OIC HEAD, ACCOUNTING DIVISION

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20,475.80

QUEEN-EVER Y. ATUPAN  
HEAD, CASH DIVISION

**BUDGET UTILIZATION REQUEST AND STATUS**  
**VISAYAS STATE UNIVERSITY**  
**Visca, Baybay City, Leyte**

No.:	01-206441-2021-11
Date:	November 29, 2021
Fund:	STF-OP-Common Fund

Payee:	Ms. Nicky V. Ababat & Company		
Office:	Office of the Dean of Students		
Address:	VSU, Visca Baybay, City Leyte		
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure
	<b>PAYROLL</b> <b>(November 16-30, 2021)</b>	100000000	5021299000
	<b>Total</b>		<b>20,475.80</b>
<b>A</b>	Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal.	<b>B</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

ALICIA M. FLORES

Head, Budget Office

**C****STATUS OF OBLIGATION**

Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
Nov. 29, 2021	obligation	01-206441-2021-11	20,475.80		20,475.80	
		Totals	20,475.80		20,475.80	

# DAILY TIME RECORD

## JOB ORDER

Name: Ms. Gilly Mae Escasinas  
 Position: Encoder  
 For the Period: November 16-30, 2021

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16	7:58	12:00	Gmaef.	1:00	5:00	Gmaef.
17	8:00	12:00	Gmaef.	1:00	5:00	Gmaef.
18	8:00	12:00	Gmaef.	1:00	5:00	Gmaef.
19	7:43	12:00	Gmaef.	1:00	5:00	Gmaef.
20	8:00	12:00	Gmaef.	1:00	5:00	Gmaef.
21						
22	7:55	12:00	Gmaef.	1:00	5:00	Gmaef.
23	7:50	12:00	Gmaef.	1:00	5:00	Gmaef.
24	8:00	12:00	Gmaef.	1:00	5:00	Gmaef.
25	8:00	12:00	Gmaef.	1:00	5:00	Gmaef.
26	8:00	12:00	Gmaef.	1:00	5:00	Gmaef.
27						
28						
29	8:00	12:00	Gmaef.	1:00	5:00	Gmaef.
30						
31						
<b>TOTAL</b>	<b>31</b> days					

Certified Correct:

*C. Manolo*

**MANOLO B. LORETO, JR.**

*Immediate Superior*

# DAILY TIME RECORD

## JOB ORDER

Name: Ms. Nicky V. Ababat  
 Position: Encoder  
 For the Period: November 16-30, 2021

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16	8:00	12:00	<u>Nicky V.</u>	1:00	5:00	<u>Nicky V.</u>
17	7:40	12:00	<u>Nicky V.</u>	1:00	5:00	<u>Nicky V.</u>
18	7:55	12:00	<u>Nicky V.</u>	1:00	5:00	<u>Nicky V.</u>
19	8:00	12:00	<u>Nicky V.</u>	1:00	5:00	<u>Nicky V.</u>
20	7:58	12:00	<u>Nicky V.</u>	1:00	5:00	<u>Nicky V.</u>
21						
22	8:00	12:00	<u>Nicky V.</u>	1:00	5:00	<u>Nicky V.</u>
23	7:55	12:00	<u>Nicky V.</u>	1:00	5:00	<u>Nicky V.</u>
24	7:53	12:00	<u>Nicky V.</u>	1:00	5:00	<u>Nicky V.</u>
25	7:57	12:00	<u>Nicky V.</u>	1:00	5:00	<u>Nicky V.</u>
26	8:00	12:00	<u>Nicky V.</u>	1:00	5:00	<u>Nicky V.</u>
27						
28						
29	8:00	12:00	<u>Nicky V.</u>	1:00	5:00	<u>Nicky V.</u>
30						
31						
<b>TOTAL</b>	11 days					

Certified Correct:

  
**MANOLO B. LORETO, JR.**  
 Immediate Superior

# DAILY TIME RECORD

## JOB ORDER

Name: Ashierah Rhyce Esco  
Position: Encoder  
For the Period: November 16-30, 2021

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24	7:45	12:00	Chayf	1:00	5:00	Chayf
25	7:30	12:00	Chayf	1:00	5:00	Chayf
26	7:30	12:00	Chayf	1:00	5:00	Chayf
27						
28						
29	7:45	12:00	Chayf	1:00	5:00	Chayf
30						
31						
<b>TOTAL</b>	4 days					

Certified Correct:

  
MANOLO B. LORETO, JR.  
Immediate Superior

# DAILY TIME RECORD

## JOB ORDER

Name: Mr. Noruel Jay O. Villas  
Position: Encoder  
For the Period: November 16-30, 2021

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16	7:30	12:00	<i>Aray</i>	1:00	5:00	<i>Aray</i>
17	7:45	12:00	<i>Aray</i>	1:00	5:00	<i>Aray</i>
18	7:40	12:00	<i>Aray</i>	1:00	5:00	<i>Aray</i>
19	7:30	12:00	<i>Aray</i>	1:00	5:00	<i>Aray</i>
20	7:45	12:00	<i>Aray</i>	1:00	5:00	<i>Aray</i>
21						
22	7:45	12:00	<i>Aray</i>	1:00	5:00	<i>Aray</i>
23	7:40	12:00	<i>Aray</i>	1:00	5:00	<i>Aray</i>
24	7:30	12:00	<i>Aray</i>	1:00	5:00	<i>Aray</i>
25	7:30	12:00	<i>Aray</i>	1:00	5:00	<i>Aray</i>
26	7:30	12:00	<i>Aray</i>	1:00	5:00	<i>Aray</i>
27						
28						
29	7:40	12:00	<i>Aray</i>	1:00	5:00	<i>Aray</i>
30						
31						
<b>TOTAL</b>	11	days				

Certified Correct:



MANOLO B. LORETO, JR.

Immediate Superior