

BUDGET UTILIZATION REQUEST AND STATUS VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte					No.: _____	
					Date: March 14, 2022	
					Fund: _____	
Payee:		Anthony L. Borneo				
Office:		HELV MU/GSD				
Address:		VSU				
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
	Payment of per diem...			450.00		
	Total			450.00		
<b>A</b> Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal.  Signature: _____ Printed Name: Legario Ramos Position: Head ILE Date: _____		<b>B</b> Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above.  <div style="text-align: right;">Alicia M. Flores HEAD, BUDGET OFFICE</div>				
<b>C</b> STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
	obligation		450.00		450.00	
	Totals					

 Dispatched: AMIEL R. ARMADA

Maintenance in Charge

 Recommended: MARLON G. BURLAS

Motor Pool Services Head

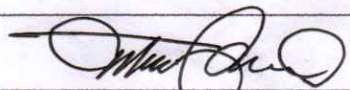
 Approved: MARIO LILIO P. VALENZONA

(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 <u>2.10.2022</u>	Vehicle Condition (Before Travel) <u>✓</u>	Fuel & Lubricant Issued/Used	Departure/Time Out <u>6:20 AM</u>	Odometer/Mileage Out <u>20454</u>
Date Returned <u>3.11.2022</u>	Vehicle Condition (After Travel) <u>✓</u>	Fuel & Lubricant Balanced	Arrival/Time In <u>2:05 PM</u>	Odometer/Mileage In <u>20661</u>

Was the passenger/s following the call time & location?	Was there any purchased of fuel/lubricant outside VSU Campus?	Was the vehicle involved in accident or damaged while in your custody?	Was the vehicle used other than official government business?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes (Specify) <input type="checkbox"/> No	<input type="checkbox"/> Yes (Specify) <input type="checkbox"/> No	<input type="checkbox"/> Yes (Specify) <input type="checkbox"/> 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.	<b>Service Satisfaction</b> <input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input checked="" type="checkbox"/> 4. Very Satisfied <input type="checkbox"/> 5. Extremely Satisfied		<b>Driver's OVER ALL RATING</b> <input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair <input type="checkbox"/> 3. - Good <input checked="" type="checkbox"/> 4. - Very Good <input type="checkbox"/> 5. - Excellent
	SIGNATURE OVER PRINTED NAME		Comments & Suggestions
	 LEGARIO D. RAMOS Name and Signature		