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Annex F

OBLIGATION REQUEST AND STATUS**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

No.: 02-101101-2022

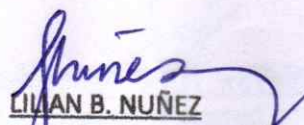
Date: Nov. 2, 2022

Fund: Gen. Fund (ISRDS)

Payee:	VSU Pavilion			
Office:				
Address:	VSU			
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
ISRDS	Snacks	Gen. Fund		9,120.00
Total				9,120.00

A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal Signature  Printed Name <u>LILIAN B. NUÑEZ</u> Position <u>Director, ISRDS</u> Date _____	B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above Signature _____ Printed Name <u>ALICIA M. FLORES</u> Position <u>Admin. Officer</u> <u>Head, Budget Unit/Authorized Representative</u> Date _____
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STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
	Obligation	02-101101-2022	9,120.00		9,120.00	
	Totals		9,120.00		9,120.00	


LILIAN B. NUÑEZ
 End-User/Requesting Party

Recommending Approval :

DILBERTO O. FERRAREN, PhD.
 VP for Planning, Resource Generation
 & Auxiliary Services

Approval :

EDGARDO E. TULIN, PhD.
 President

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

ISRDS

Department/Center/Office/Unit

October 03, 2022

Date

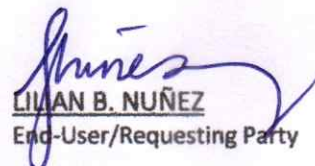
JUSTIFICATION

This is to certify for the emergency and negotiated purchase of food catering service at VSU Pavilion, an Income Generating Project (IGP) of VSU, Visca, Baybay City, Leyte.

The item/s reflected in the Purchase Request is/are official in nature, absolutely and immediately needed by our department/ center/ office considering that the activity was unprogrammed (☐ emergency meeting, ☐ arrival of guests, ☐ research project-related activity, ☐ other purpose). The price/s quoted is/are believed to be the lowest and reasonable in the locality.

In addition, VSU Pavilion does not require an advance payment and accepts reservation regardless of the number of persons while other food catering provider set a minimum of 50 persons per meal or snack. It readily delivers or renders service before payment and extends credit despite the lag time in the processing of payments.

Also, the availment of the said food catering service is one way of patronizing the IGP and in return beneficial/advantageous to the university as a whole.


LILIAN B. NUÑEZ
End-User/Requesting Party

Recommending Approval :

DILBERTO O. FERRAREN, PhD.
VP for Planning, Resource Generation
& Auxiliary Services

Approval :

EDGARDO E. TULIN, PhD.
President

Republic of the Philippines
Visayas State University
Baybay City, Leyte

Annex A

VSU PAVILION
STATEMENT OF ACCOUNT

Date : Oct.03, 2022

Bill No. 2022-09-334

PMU # 08-10-11-12268-22

Name of Center/Office: ISRDS

Reserved by : Reah Angelie M. Fernandez

Charged to: ISRDS

Particulars			Amount
Sept. 21, 2022	AM Snacks :	135 pax @ 48	6,480.00
	PM Snacks :	5 pax @ 145	2,640.00
50th Martial Law Anniversary Activity			
Total			9,120.00

Please settle the above bill within thirty(30)days after receipt.

[Signature]
LILIAN B. NUÑEZ
In-charge of Funds

Received by:

[Signature]
REAH ANGELIE M. FERNANDEZ
Signature over printed name

In case of non payment of the office/department concerned, the undersigned is responsible for its settlement.

Prepared by:

[Signature]
ARRAH MAE C. GODOY
Clerk

[Signature]
REAH ANGELIE M. FERNANDEZ
Signature over printed name
(Reserved by)

Contact no. _____

Noted by:

[Signature]
JOSEFINA M. LARROSA
Project Manager

[Signature]
NICK FREDDY R. BELLO
ACCOUNTING DEPT. *20/11/22*

VISAYAS STATE UNIVERSITY

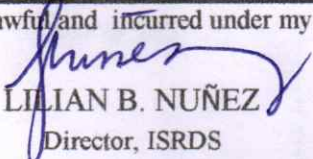
Entity Name

Fund Cluster :

DISBURSEMENT VOUCHER

Date: Oct. 3, 2022

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	VSU Pavilion	TIN/Employee No.:	ORS/BURS No.:
Address	VSU Visca Baybay City, Leyte		
Particulars	Responsibility Center	MFO/PAP	Amount
Payment for snacks per supporting papers attached in the amount of - - - - -	ISRDS		9,120.00
Amount Due			9,120.00
A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.  LILIAN B. NUÑEZ Director, ISRDS			
B. Accounting Entry:			
Account Title	UACS Code	Debit	Credit
C. Certified:		D. Approved for Payment	
<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		Signature	
Printed Name	NICK FREDDY R. BELLO	Printed Name	EDGARDO E. TULIN
Position	OIC HEAD ACCOUNTING Head, Accounting Unit/Authorized Representative	Position	VSU PRESIDENT Agency Head/Authorized Representative
Date		Date	
E. Receipt of Payment			JEV No.
Check/ADA No. :	Date :	Bank Name & Account Number:	
Signature :	VSU PAVILION	Printed Name:	Date
Official Receipt No. & Date/Other Documents			