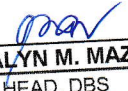



OBLIGATION REQUEST AND STATUS				No.: MOOE 02-101101-2022		
VISAYAS STATE UNIVERSITY				Date: Feb. 8, 2022		
Visca, Baybay City, Leyte				Fund: General Fund		
Payee:	BRENDA ME VALENZONA et.al					
Office:	DBS					
Address:	Department of Biological Sciences, VSU, Visca Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code /Expenditure	Amount		
DBS	Payment of wages (Feb. 1-15, 2022)	301000000	5021299000	9,961.20		
Total				9,961.20		
A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal Signature:  Printed Name: ANALYN M. MAZO Position: HEAD, DBS Date: _____		B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above Signature: _____ Printed Name: LOUELLA C. AMPAC Position: Director, ODFM Date: _____				
STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
	Obligation	02-101101-2021	9,961.20	9,961.20		
DBS			9,961.20	9,961.20		
Totals			9,961.20	9,961.20		

6. Maintains a systematic filing system of office records.
7. Assist the faculty in printing of all documents.
8. Receives and records incoming and outgoing documents for the department.
9. Performs other functions as assigned by the department head.

Submitted by:


BRENDA ME P. VALENZONA
 Admin Aide I-Clerk, DBS

Verified by:


ANALYN M. MAZO
 Head, DBS