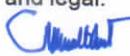


**OBLIGATION REQUEST AND STATUS**  
**VISAYAS STATE UNIVERSITY**  
**Visca, Baybay City, Leyte**

No.:	02-1011011-2021-12
Date:	December 9, 2021
Fund:	Gen. Fund: Gen. Administration,

Payee:	Mr. Junard C. Gucela & Mr. Marlon V. Dampios	Higher Education & Advance		
Office:	Office of the Dean of Students	Education Programs		
Address:	VSU, Visca Baybay, City Leyte			
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
	<b>PAYROLL</b> ( December 16-31, 2021)	100000000	5021299000	<b>12,174.80</b>
	<b>Total</b>			<b>12,174.80</b>

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:	MANOLO B. LORETO, JR.		ALICIA M. FLORES
Position:	Dean of Students		OIC-Head, Budget Office
Date			

<b>STATUS OF OBLIGATION</b>						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
Dec. 9, 2021	obligation	02-1011011-2021-12	<b>12,174.80</b>		<b>12,174.80</b>	
		Totals	12,174.80		12,174.80	



## ACCOMPLISHMENT ACCEPTANCE AND INSPECTIONS REPORT

*To Whom It May Concern:*

This is to certify that **Mr. Junard C. Gucela**, Job Order Worker (Clerk) of ODS, have rendered and facilitated the services and performs other functions assigned by the Dean of Students and other ODS staff for the period of December 16-31, 2021.

The undersigned, therefore, accepts the accomplished job as inspected with satisfactory rating.

Done this 9<sup>th</sup> day of December 2021 at VSU, Visca, Baybay City, Leyte.

**MANOLO B. LORETO, JR.**  
Dean of Student



**Vision:  
Mission:**

A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

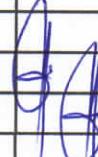
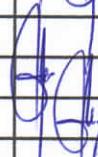
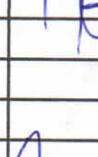
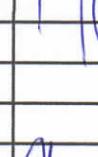
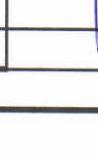
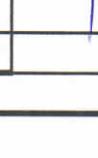
Page 1 of 1  
**FM-VSU-04**  
v0 05-04-2020

No. 21-102

# DAILY TIME RECORD

## JOB ORDER

Name: Mr. Junard C. Gucela  
Position: Clerk  
For the Period: December 16-31, 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		01:00	5:00	
17	8:00	12:00		01:00	5:00	
18	—			01:00	5:00	
19	—			01:00	5:00	
20	8:00	12:00		01:00	5:00	
21	8:00	12:00		01:00	5:00	
22	8:00	12:00		01:00	5:00	
23	8:00	12:00		01:00	5:00	
24	8:00	12:00		01:00	5:00	
25	—			01:00	5:00	
26	—			01:00	5:00	
27	8:00	12:00		01:00	5:00	
28	8:00	12:00		01:00	5:00	
29	8:00	12:00		01:00	5:00	
30	—			01:00	5:00	
31	8:00	12:00		01:00	5:00	
TOTAL	11	days				

Certified Correct:

  
MANOLO B. LORETO, JR.  
Immediate Superior



**ACCOMPLISHMENT ACCEPTANCE AND INSPECTIONS REPORT**

**To Whom It May Concern:**

This is to certify that **Mr. Marlon V. Dampios**, Job Order Worker (Clerk) of NSTP/CWTS, have rendered and facilitated the services and performs other functions assigned by the Director & the Dean of Students for the period of December 16-31, 2021.

The undersigned, therefore, accepts the accomplished job as inspected with satisfactory rating.

Done this 9<sup>th</sup> day of December 2021 at VSU, Visca, Baybay City, Leyte.

**MANOLO B. LORETO, JR.**  
Director, NSTP/CWTS & Dean of Students



Management System  
ISO 9001:2015  
www.tuv.com  
ID: 910886748

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1  
**FM-VSU-04**  
v0 05-04-2020

No. 21-107

# DAILY TIME RECORD

## JOB ORDER

Name: Mr. Marlon V. Dampios  
 Position: Clerk  
 For the Period: December 16-31, 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	7:51	12:00		1:00	5:00	
17	7:52	12:00		1:00	5:00	
18	<u>— Saturday —</u>					
19	<u>— Sunday —</u>					
20	7:48	12:00		1:00	5:00	
21	7:55	12:00		1:00	5:00	
22	7:56	12:00		1:00	5:00	
23	7:55	12:00		1:00	5:00	
24	7:45	12:00		1:00	5:00	
25	<u>— Saturday —</u>					
26	<u>— Sunday —</u>					
27	7:50	12:00		1:00	5:00	
28	7:51	12:00		1:00	5:00	
29	7:52	12:00		1:00	5:00	
30	<u>— Holiday —</u>					
31	7:55	12:00		1:00	5:00	
<b>TOTAL</b>	<b>11 days</b>					

Certified Correct:

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

## **GENERAL PAYROLL**

**OFFICE OF THE DEAN OF STUDENTS**

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

Dec. 16-31, 2021

CERTIFIED: Services have been duly rendered as stated

APPROVED FOR PAYMENT:

**MANOLO B. LORETO, JR.**  
**DEAN OF STUDENTS**

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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

**QUEEN-EVER Y. ATUPAN  
HEAD, CASH DIVISION**