


**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> <b>( December 16-31, 2021)</b>	100000000	5021299000	<b>12,174.80</b>	
	<b>Total</b>			<b>12,174.80</b>	

<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: <b>MANOLO B. LORETO, JR.</b> Position: Dean of Students Date:		<b>B</b> Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above.  _____ <b>ALICIA M. FLORES</b> OIC-Head, Budget Office	
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C STATUS OF OBLIGATION						
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.



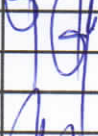
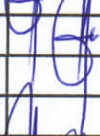




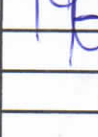
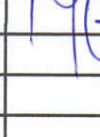
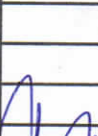
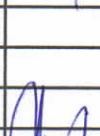


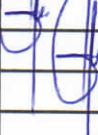
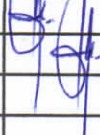
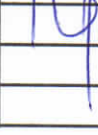
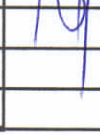
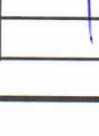
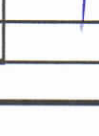


**MANOLO B. LORETO, JR.**

Dean of Student

# 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	—					
19	—					
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	—					
26	—					
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	—					
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.




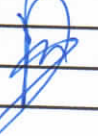
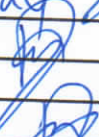
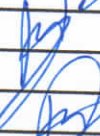

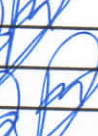


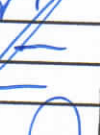
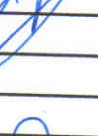
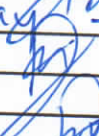
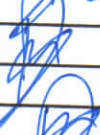
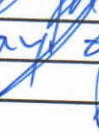

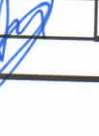





**MANOLO B. LORETO, JR.**  
Director, NSTP/CWTS & Dean of Students




# 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	- Saturday					
19	- Sunday					
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	- Saturday					
26	- Sunday					
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	- Holiday					
31	7:55	12:00		1:00	5:00	
TOTAL	11 days					

Certified Correct:

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

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

N A M E	Wage/day or Wage/month	No. of Days	FUND CHARGING	GROSS AMOUNT	PAG-IBIG						WITHHOLDING TAX	NET AMOUNT	SIGNATURE
					PREMIUM	MP2	Multi-Purpose Loan (MPL)	Calamity Loan (CAL)					
1) Guceia, Junard C.	553.40	11.00	GF	6,087.40							6,087.40		
2) Dampios, Marlon V.	553.40	11.00	GF	6,087.40							6,087.40		
X-X-X-X-X-X-X-X-X-X-X-											-		
											-		
											-		
											-		
											-		
											-		
											-		
											-		
											-		
											-		
											-		
											-		
<b>TOTAL</b>					<b>12,174.80</b>	-	-	-	-	-	<b>12,174.80</b>		

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