

OBLIGATION REQUEST AND STATUS**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

No.: MOOE 02-101101-2021

Date: Dec. 7, 2021

Fund: General Fund

Payee: **BRENDA ME P. 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 (Dec.1-15, 2021)	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

Position

Date

ANALYN M. MAZO

HEAD, DBS

B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above

Signature

Printed Name

Position

Date

ALICIA M. FLORES

Head, Budget Office

C 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		
	Totals		9,961.20	9,961.20		

6.

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:

Verified by:

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

ANALYN M. MAZO
Head ,DBS

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

No.: MOOE 02-206441-2021

Date: **Dec.7, 2021**Fund: **Lab. Share**Payee: **RUTH LENE E. VALENZONA**Office: **DBS**Address: **Department of Biological Sciences, VSU, Visca Baybay City, Leyte**Responsibility
Center

Particulars

MFO/PAP

UACS Code
/Expenditure

Amount

Payment of wages (Dec.1-15, 2021)

301000000

5021299000

4,427.20

Total**4,427.20**

A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal

Signature

Printed Name

Position

Date

ANALYN M. MAZO

HEAD, DBS

B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above

Signature

Printed Name

Position

Date

ALICIA M. FLORES

Head, Budget Office

C**STATUS OF OBLIGATION**

Reference

Amount

Date

Particulars

ORS/JEV/RCI/RADAI No.

Obligation

Payment

Not Yet Due

Due and
Demandable

Obligation

02-206441-2021

4,427.20

4,427.20

Totals

4,427.20

4,427.20

assigned by department head
and other office staff.

Submitted by:

Verified by:

RUTH LENE E. VALENZONA
Lab. Aide, DBS

ANALYN M. MAZO
Head, DBS