

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

No.: MOOE 02-101101-2022

Date: Feb.21,2022

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 (Feb.1-15,2022)	301000000	5021299000	8,301.00
Total				8,301.00

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 ALICIA M. FLORES Position Head, Budget Office Date _____
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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
	Obligation	02-101101-2022	8,301.00	8,301.00		
		Totals	8,301.00	8,301.00		

7. 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