REQUISITION AND ISSUE SLIP

Visayas State University

Agency

Division Office: DoPAC			Responsibility Center Code: DoPAC	RIS No. ___	Date: March 11, 2023	
REQUISITION					ISSUANCE	
Stock No	Unit	Description		Quantity	Unit Price	Total
1	liters	Diesel Charged to: DoPAC		40	74.00	2,960.00
				Total		2,960.00
Purpose: Research sampling in Dulag, Julita, and Burauen (3 sampling sites along the Daguitan- Marabong River) in Leyte						
Requested by		Approved by		Issued by	Received by	
Signature: Name: MARIA ROBELYN A. INSIK Office: DoPAC		MARIA JULIET C. CENIZA VP for Research, Extension & Innovation				

Annex F

OBLIGATION REQUEST AND STATUS

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

No.:	02-101101-2023-03
Date:	March 11, 2023
Fund:	ECH.14-1420.15

Payee:	**VSU Fuel Station**
Office:	Visayas State University
Address:	

Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
DoPAC	**Diesel**	303000000	5020301000	**2,960.00**
	Total			**2,960.00**

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

Signature:

Printed Name: **MARIA ROBELYN A. INSIK**

Position: Project Leader

Project Code: ECH.14-1420.15

Date

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

ALICIA M. FLORES

OIC-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	02-101101-2023-03	**2,960.00**		**2,960.00**	
		Totals			2,960.00	

Appendix 32

VISAYAS STATE UNIVERSITY **Entity Name**		**Fund Cluster :** General Fund
DISBURSEMENT VOUCHER		**11-Mar-23** **DV No. :**

Mode of Payment	☐ MDS Check ☐ Commercial Check ☐ ADA ☐ Others (Please specify)
Payee	**VSU Fuel Station** — TIN/Employee No.: — ORS/BURS No.:
Address	**VSU, Baybay City, Leyte**

Particulars	Responsibility Center	MFO/PAP	Amount
Diesel (40L x 74pesos/L)	DoPAC-VSU	303000000	**2,960.00**
Amount Due			**2,960.00**

A. S

ELIZABETH S. QUEVEDO
Head, DoPAC

B. Accounting Entry:

Account Title	UACS Code	Debit	Credit

C. Certified:		**D. Approved for Payment**	
☐ Cash available ☐ Subject to Authority to Debit Account (when applicable) ☐ Supporting documents complete and amount claimed proper			
Signature		Signature	
Printed Name	**NICK FREDDY R. BELLO**	Printed Name	**EDGARDO E. TULIN**
Position	OIC Head, Accounting Unit/Authorized Representative	Position	Agency Head/Authorized Representative
Date		Date	

E. Receipt of Payment				JEV No.
Check/ ADA No. :		Date :	Bank Name & Account Number:	
Signature :		Date :	Printed Name:	Date
Official Receipt No. & Date/Other Documents				

- [x] Original PPMP
- [ ] Revised (Changed items, same budget)
- [ ] Supplemental

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

SCAN HERE
PPMP-2022-0901-59317

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2022

Unit/Office/Dept/Div: Department of Pure and Applied Chemistry
Project Code: ECH.14-1420.15
Purpose: For research use

Total Budget : 149,612.00
Funding : GF-MOOE
PPMP #: 15-5-61-2022-7-0-8

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)										
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Hardwares															
Acetylene 99 percent ultra high purity	6	cylinder	3,450.00	20,700.00									2	1	1
Sub-Total				**20,700.00**											
IT Supplies and Equipment															
Ink, Epson 003,Genuine Black 65mL	1	btl	350.00	350.00									1		
Ink, EPSON 003,Genuine Cyan 65mL	1	btl	350.00	350.00									1		
Ink, EPSON 003,Genuine Magenta 65mL	1	btl	350.00	350.00									1		
Ink, EPSON 003,Genuine Yellow 65mL	1	btl	350.00	350.00									1		
Sub-Total				**1,400.00**											
Laboratory Equipment															
Sieve no.50 with cover and pan	1	sets	11,000.00	11,000.00									1		
Sub-Total				**11,000.00**											
Laboratory Supplies															
Distilled Water, 6 liters	10	btl	150.00	1,500.00									10		
Calcium Nitrate standard for AAS, Analytical reagent	1	btls	3,100.00	3,100.00									1		
Cadmium Nitrate Standard for the AAS	1	500cc	4,000.00	4,000.00									1		
Buffer solution, pH 7, 1000 ml.	1	btl	1,000.00	1,000.00									1		
Buffer Solution pH 4, 500 mL	1	btl	2,500.00	2,500.00									1		
Buffer Solution pH 10, 500 mL	1	btl	2,500.00	2,500.00									1		
Portable Z1 Styro Box 8.5" x 7.5" x 6.75"	5	pcs	250.00	1,250.00									5		
Sub-Total				**15,850.00**											
Office Supplies															

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tissue, Bathroom, 2 Ply, 12rolls/pack	4	pack	204.00	816.00									4			
Paper, Bond, A4, S-20, 70 gsm	5	reams	253.00	1,265.00									5			
Paper, Bond, A4, S-24, 80 gsm	5	reams	289.00	1,445.00									5			
Sub-Total				**3,526.00**												
Transportation																
University vehicle/van rental	5	day	5,000.00	25,000.00									1	2	1	1
Sub-Total				**25,000.00**												
Grand Total				**77,476.00**												

Prepared by:
MARIA ROBELYN A. INSIK

Noted by:
MARIA ROBELYN A. INSIK
Unit Head/Project Leader

Noted By:
ALICIA M. FLORES ECH. 14-1420.16 20TV
Head, Budget Office

Date: 09/01/2022

<> *Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PPMP for each funding source.
Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies