	OBLIGATION R	EQUEST AND STATUS		No.:	02-101101-2	023-04
	VISAYAS S	TATE UNIVERSITY		Date:	April 14, 202	3
	Visca, Ba	ybay City, Leyte		Fund:	GF	
Payee:	NOREVE JEAN N	I. AGAD et. Al				
Office:	DoPAC				- x = x ₁	
Address:	VSU, Visca, Bayb	ay City, Leyte				
Responsibili ty Center		Particulars		MFO/PAP	UACS Code / Expenditure	Amount
DoPAC	PAYROLL FOR A	pril 1-15, 2023			8	10,622.29
5			v		*	
			*			
	=		Total			10,622.29
A Certified:	Charges to appropration/a	illotment	B Certified:	Allotment a	available and obliga	
	necessary, lawful and ur	nder my direct supervision			djustment necessar	
	and supporting docume	nts valid, proper and legal		indicated a	bove	
Simmet	CO	noved	Circotor			
Signature Printed Name	FLIZARE	TH S. QUEVEDO	Signature Printed Name	ΔΙ	ICIA M. FLO	RFS .
Position		ad, DoPAC	Position		et Unit/Authorized	
r osition	- 110	uu, boi Ao	r Osidon	rieau, Duug	et Onio Addionzed	Representative
Date			Date			
С		STATUS	OF OBLIGATI	ON		
•	Reference	e		An	nount	
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		02-101101-2023-04	10,622.29		10,622.29	
	× '=	Totals	10,622.29		10,622.29	

DAILY TIME RECORD JOB ORDER

Name:

NOREVE JEAN M. AGAD

Position:

JO-CHEMICAL TECHNICIAN

For the Period: April 1-15, 2023

Date	Mor	ning	Signature	After	noon	Signature
	In	Out	-	In	Out	
1			SATU	RDAY		
2			SUN	DAY		
3	7:55	12:00	- XC -	1:00	5:10	- X -
4	7:53	12:00	- 4	1:10	5:15	-90
5	7:55	12:00	- 🔎	WORK	SUSPEN	DED
6			(/) HOL	IDAY	,	4
7		*		IDAY		
8			SATU	RDAY		
9			SUN	IDAY		
10		1	HOL	IDAY		
11	8:00	12:00	OK-	1:00 -	5:10	- XQ
12	7:50	12:00	- 4	1:00	5:30	-94
13	7:48	12:10	- 5	1:10	5:10	- ***
14	7:56	12:10	- 40	1:00	5:23	-949
15				RDAY		4
16			SUN	IDAY		
17						
18						·
19			to 1).			
20						
21		Section to the section of the sectio				
22				RDAY		
23			SUN	IDAY	1	
24						
25						
26						
27						
28						
29		A-mu-t-		RDAY		:
TOTA	L 7	days	SUN	IDAY		

Certified Correct:

ELIZABETH S. QUEVEDO, RCh. PhD

Head, DoPAC





DEPARTMENT OF PURE & APPLIED CHEMISTRY

Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 563 7747 Email: dopac@vsu.edu.ph Website: www.vsu.edu.ph

ACCOMPLISHMENT REPORT April 1-15, 2023

- a. Conducted the maintenance and calibration of the laboratory equipment/ instrument and properly documented them in the designated form.
- b. Assisted students conducting thesis in using some laboratory instruments in the department such as analytical balance, top loading balance, oven, furnace, UV-viewer and etc.
- c. Acted as proctor to some Chemistry Lecture and Laboratory exams.
- Created job request for materials that need a repair and follow-up previous job request.
- e. Created borrower slip needed for laboratory classes and prepared glasswares for laboratory classes.
- Maintained the cleanliness and orderliness in the instrument room, balance room and laboratory rooms (AC-101, AC-105 and AC-207).
- Pick –up glasswares from OHILE which are calibrated the other month.
- Performed other functions as assigned by the department head.

Submitted by:

N M. AGAD, RChT

JO- Chemical Technician

Approved by:

ELIZABETH S. QUEVEDO, RCh, PhD

Head, DoPAC



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-VSII-13

DAILY TIME RECORD JOB ORDER

Name:

JONALYN A. BULAWAN

Position:

JO-ADMIN CLERK

For the Period:

April 1-15, 2023

Date	Mor	ning	Signature	Afte	rnoon	Signature
	In	Out		In	Out	
1				RDAY		
2		No.	SUN	IDAY		
3	7:45	12:00	Luon	1:00	5:10	Luon
4	7:46	12:00	Luga	1:00	6:0	Luga
5	7:45	12:00	Luon	1:00	5:W	Zum
6			HOL	IDAY		9
7				IDAY		
8			SATU	RDAY		
9				IDAY		
10			HOL	IDAY		
11 -	7:35	12:00	Luga.	1:00	5:00	dewn
12	7138	12:00	Luga	1:00	5:0	Lion
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14	7:45	12:00	Luga	1:00	5:00	ellezi
15				RDAY		9 0
16			SUN	DAY		
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22				RDAY		×
23			SUN	DAY		
24						
25 .						15
26						
27					15	
28			1		- 1	
29				RDAY		
30			SUN	DAY		
TOTA	AL 7	days				

Certified Correct:

ELIZABETH S. QUEVEDO, RCh. PhD

Head, DoPAC





DEPARTMENT OF PURE & APPLIED CHEMISTRY

Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 563 0600 local 1032 Email: dopac@vsu.edu.ph Website: www.vsu.edu.ph

ACCOMPLISHMENT REPORT April 1-15, 2023

- Coordinated office and administrative activities particularly storing, retrieving and integrating information and maintain proper recording and filing of records;
- 2. Facilitated in printing and submission of grades of the faculty;
- 3. Performed messengerial task in the absence of regular admin aide;
- 4. Maintained cleanliness and orderliness of the office reception area;
- 5. Performed other function as assigned by the department head.

Submitted By:

JONALYN A. BULAWAN Admin Aide - JO

Approved by:

ELIZABETH S. QUEVEDO, RCh. PhD.

Head, DoPAC

GENERAL PAYROLL JOB ORDER DEPARTMENT OF PURE AND APPLIED CHEMISTRY

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

April 1-15, 2023

		7 - 14	L	00000		PAG	PAG-IBIG			1113	
NAME	Wage/month Days	Days	CHARGING	AMOUNT	PREMIUM	MP2	Multi- Purpose Loan (MPL)	Calamity Loan (CAL)	WITHHOLDI NG TAX	AMOUNT	SIGNATURE
Noreve Jean M. Agad	914.07	7	GF	6,398.49	100.00					6,298.49	,
Jonalyn Bulawan	603.40	7	GF	4,223.80	100.00					4,123.80	
nothing follows											
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						1				-	
C			TOTAL	10,622.29	200.00					10,422.29	,

CERTIFIED: Services have been duly rendered as stated. \mathcal{A}

ELIZABETH S. QUEVEDO HEAD, DOPAC

00,000

10,622.29

CERTIFIED: Funds available in the amount of

CERTIFIED: Each employee whose names appears above have been paid the amount opposite his/her names.

EDGARDO E. TULIN
PRESIDENT

APPROVED FOR PAYMENT:

QUEEN-EVER Y. ATUPAN
HEAD, CASH DIVISION

NICK FREDDY R. BELLO OIC HEAD, ACCOUNTING DIVISION