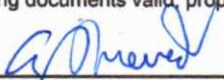


OBLIGATION REQUEST AND STATUS				No.: 02-101101-2023-04		
VISAYAS STATE UNIVERSITY				Date: April 14, 2023		
Visca, Baybay City, Leyte				Fund: GF		
Payee:	NOREVE JEAN M. AGAD et. Al					
Office:	DoPAC					
Address:	VSU, Visca, Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
DoPAC	PAYROLL FOR April 1-15, 2023			10,622.29		
Total				10,622.29		
A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal Signature:  Printed Name: ELIZABETH S. QUEVEDO Position: Head, DoPAC Date: _____			B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above Signature: _____ Printed Name: ALICIA M. FLORES Position: Head, Budget Unit/Authorized Representative Date: _____			
STATUS OF OBLIGATION						
Reference			Amount			
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	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	SATURDAY					
2	SUNDAY					
3	7:55	12:00	- [Signature]	1:00	5:00	- [Signature]
4	7:53	12:00	- [Signature]	1:00	5:15	- [Signature]
5	7:55	12:00	- [Signature]	WORK	SUSPENDED	- [Signature]
6	HOLIDAY					
7	HOLIDAY					
8	SATURDAY					
9	SUNDAY					
10	HOLIDAY					
11	8:00	12:00	- [Signature]	1:00	5:00	- [Signature]
12	7:50	12:00	- [Signature]	1:00	5:30	- [Signature]
13	7:48	12:00	- [Signature]	1:00	5:10	- [Signature]
14	7:56	12:00	- [Signature]	1:00	5:23	- [Signature]
15	SATURDAY					
16	SUNDAY					
17						
18						
19						
20						
21						
22	SATURDAY					
23	SUNDAY					
24						
25						
26						
27						
28						
29	SATURDAY					
30	SUNDAY					
TOTAL 7 days						

Certified Correct:

ELIZABETH S. QUEVEDO, RCh. PhD

Head, DoPAC



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.
- d. 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.
- f. Maintained the cleanliness and orderliness in the instrument room, balance room and laboratory rooms (AC-101, AC-105 and AC-207).
- g. Pick -up glasswares from OHILE which are calibrated the other month.
- h. Performed other functions as assigned by the department head.

Submitted by:


NOREVE JEAN M. AGAD, RChT
JO- Chemical Technician

Approved by:


ELIZABETH S. QUEVEDO, RCh, PhD
Head, DoPAC

DAILY TIME RECORD

JOB ORDER

Name: JONALYN A. BULAWAN

Position: JO-ADMIN-CLERK

For the Period: April 1-15, 2023

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	SATURDAY					
2	SUNDAY					
3	7:45	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
4	7:46	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
5	7:45	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
6	HOLIDAY					
7	HOLIDAY					
8	SATURDAY					
9	SUNDAY					
10	HOLIDAY					
11	7:35	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
12	7:38	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
13	7:50	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
14	7:45	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
15	SATURDAY					
16	SUNDAY					
17						
18						
19						
20						
21						
22	SATURDAY					
23	SUNDAY					
24						
25						
26						
27						
28						
29	SATURDAY					
30	SUNDAY					
TOTAL 7 days						

Certified Correct:

[Signature]
ELIZABETH S. QUEVEDO, RCh. PhD

Head, DoPAC



ACCOMPLISHMENT REPORT

April 1-15, 2023

1. 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

DEPARTMENT OF PURE AND APPLIED CHEMISTRY

April 1-15, 2023

10,422.29

APPROVED FOR PAYMENT:

EDGARDO E. TULIN
PRESIDENT

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

QUEEN-EVER Y. ATUPAN
HEAD, CASH DIVISION