

Verified by:

**ODHRM Staff** 



## DEPARTMENT OF PURE AND APPLIED CHEMISTRY

Visca, Baybay City, Leyte, PHILIPPINES Telefax: Email: Website: www.vsu.edu.ph

#### CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

Fill up the required listed form	ms & gather your docu submit the checked	ments in order of the che items.	cklist & submit to our	office on or before	
Type of Appointment:	of December	- December	= Others		
☐ New Appointment	☑ Renewal	□ Promotion	□ Others		
Name of Appointee: KEVIII Office/Unit/Department: DoPA	N NICK S. BANDIBAS				
I. Government forms for co	ompletion:			REMARKS	DATE RECEIVED
in 4 pages 2 Position Description F	form is generated in ed with 2 sheets (attach w form (PDF) in 2 copies	copy, it must be in the lor work experience sheet) in	ig size bond paper,		
Note: Must be sign  3 Oath of Office in 2 cop	ned by the head of office	De .			
Note: Signed by the Certificate of Nepotism					
Only applicable to	administrative position to Duty in 2 copies				
Note: Must be sign	ed by the immediate s	upervisor or head of offic	e		
6 Statement of Assets & Note: Must be note	Liabilities (SALN) in 2 arized and latest SALN				
Il Additional documents f	for submission:				
1 Approved recommend	dation				
2 NBI Clearance					
3 Medical Certificate (bl		chest x-ray, drug test)			
4 Clearance (for transfe					
5 Performance Rating (					-
for promotion (2 ra					
6 Approved transfer (for					
7 Certification of leave c		feree)			
8 Service Record (for tr		10100)			
9 NEURO EXAM (for Se		d only)			
		ated copy from school in	2 copies		
		enticated copy from CSC			
		Guards, Drivers, & etc.)			
13 Marriage Certificate (if	applicable)				
14 Birth Certificate (PSA)	)				
15. Phil. Health No.					
16. TIN No.					2
17 PAG-IBIG ID No.					
18. Application Letter (Vac	cant position)				
			KE	VIN NICK-8, BAN	DIBAS

READ THE ATTACHED GUIDE Print legibly. Tick appropriate boxes	s ( ) and use s	separate sheet if	necessary. Indicate	N/A if not applicable. DO NOT	ABBREVIATE.		1. CS (D No.	S PERSONAL PROPERTY.	(Do not fill up. F	or CSC use onl
PERSONAL INFORMATIO										
2. SURNAME	BANDIBAS								****	
FIRST NAME	KEVIN NICH	(						NAME EXTENSION (JR	LSR) N/A	
MIDDLE NAME	SUAN		1							
3. DATE OF BIRTH (mm/dd/yyyy)	05/30/1991		16. CITIZENSHIP	El Filiplio Li Doll		Dual Citizenship	Ottizenship by birth			
4. PLACE OF BIRTH	MAASII	N CITY, SOUT	HERN LEYTE	If holder of dual citizens	ship,			Pls. indicate o	ountry:	
5. SEX	☐ Male	-	☐ Female	please indicate the def	tals.	Philippines				-
6 CIVIL STATUS	☐ Single		☑ Married	17. RESIDENTIAL ADDRESS	- University	N/A			ZONE VI Street	
	☐ Widow		☐ Separated			n/A			GUADALUPE	1300
	- Outer/s		- HOLES 33	DO TOPESA TOUR DESCRIPTION	Sut	division/Village BAYBAY	•		Barangay LEYTE	
7. HEIGHT (m)	Ty house	1.76	-		- CI	tv/Municipality			Province	
8. WEIGHT (kg)	12-2	89.0	YES	ZIP CODE		6521				6000710110
9. SLOOD TYPE	2-53	A+		18. PERMANENT ADDRESS	Hous	N/A se/Block/Lot No	DITEMI D.	PUR	OK KAPAYAPAA Street	Number
10. GSIS ID NO.	12-2-27	021155944	667	HU BLATS BAXABY	Cui	N/A division/Village	Unraw		AMPARO Barangay	RESERVED OF THE PERSON OF THE
11. PAG-IBIG ID NO.	124.	121152957	866	A GUA SERPLYO MEMITRANSI MUSETATRI BAYARV	M	ACROHON	Del Lan	SOL	THERN LEYT	E
Y SAME TO A DESCRIPTION OF THE PERSON OF THE	AM	40.000.72.0		ZIP CODE	C	ty/Municipality eens	A BUIT-TS	10 0	Province	LINCARD
12 PHILHEALTH NO.	AM	13-0001186	72-9	AND ADVANCED OF THE	1 - 5		KT-TIME IN		robuset	STATE HALLS
13. SSS NO.	71111	N/A		19. TELEPHONE NO.				Manual Control		
14. TIN NO.		433-555-2	12	20. MOBILE NO.			09.	280591100		
15. AGENCY EMPLOYEE NO.		V00885		21. E-MAIL ADDRESS (If any)	100	ke	vin.band	bas@vsu.ed	lu.ph	
II. FAMILY BACKGROUND				And the same						
22. SPOUSE'S SURNAME			LAZONA		23. NAME of CH				DATE OF BIRT	
FIRST NAME			YHENA	NAME EXTENSION (JR., SR). N/A	KAL		F L. BAN	DIBAS	1000000	1/2020
MIDDLE NAME			PILAPIL				N/A			I/A
OCCUPATION			INSTRUCTOR	1			N/A			VA
EMPLOYER/BUSINESS NAME		VISA	YAS STATE UNIV	ERSITY			N/A			VA.
BUSINESS ADDRESS		VISC	A, BAYBAY CITY	LEYTE			N/A			VA.
TELEPHONE NO.			09175552712				N/A		_	VA
24. FATHER'S SURNAME		BANDIBA	8				N/A		N	VA
FIRST NAME		NICANO	R	NAME EXTENSION (JR., SR) N/A			N/A		N	VA.
MIDDLE NAME		CABALES	3				N/A		N	I/A
25. MOTHER'S MAIDEN NAME							N/A		N	I/A
SURNAME			SUAN				N/A		N	VA
FIRST NAME			GEMMA		The same		N/A		N	VA
MIDDLE NAME			EWAY			(Co	ontinue on se	parate sheet if nece	stary)	
III. EDUCATIONAL BACK	GROUND		19/19/19/19					T Want o		
26. LEVEL		NAME OF SO (Write in fu		BASIC EDUCATION/DEGRE (Write in full)	E/COURSE	PERIOD OF A	ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSH ACADEMIC HONORS RECEIVED
ELEMENTARY	SAINT J	IOSEPH COLLEG	E - MAASIN CITY	BASIC EDUCATION	ON	1998	2004	N/A	2004	N/A
SECONDARY	SOUTHERN	LEYTE STATE U	NIVERSITY - TOMAS	BASIC EDUCATION	ON	2004	2008	N/A	2008	WITH
VOCATIONAL / TRADE COURSE		N/A		NIA		N/A	N/A	N/A	N/A	N/A
COLLEGE		ISAYAS STATE U	100000000000000000000000000000000000000	BACHELOR OF SCIENCE IN	CHEMISTRY	2008	2012	N/A	2012	N/A
	118,150,000,00	THE PAN CAR	HOR TALAMDAN						The Person of the Party of the	The same of the same of

#### WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

- The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed starting with the most recent/present employment
- Duration: June 2015 present
- · Position: Instructor I
- Name of Office/Unit: Department of Pure and Applied Chemistry
- Immediate Supervisor: Elizabeth S. Quevedo
- · Name of Agency/Organization and Location: Visayas State University. VisCa, Baybay City, Leyte
  - · List of Accomplishments and Contributions (if any)
    - Conducted lecture and laboratory classes for Chemistry subjects
    - Checked student outputs and computed grades
    - Assigned as Enrolment Focal Person of DoPAC
    - Assigned as Component Leader of River Systems Research of DoPAC
    - Assigned as Academic Adviser for BSChem Freshmen Batch 2019
    - Assigned as Adviser for VSU Chemical Society in 2019 to 2020.
  - Summary of Actual Duties
    - Teaches assigned subjects and performs other teaching related functions, performs research functions, and performs other functions assigned by the Department Head, College Dean, Vice Presidents, and the University President.
- Duration: June 2013 June, 2015
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Pure and Applied Chemistry
- Immediate Supervisor: Jacob Glenn F. Jansalin
- Name of Agency/Organization and Location: Visayas State University, VisCa, Baybay City, Leyte
  - · List of Accomplishments and Contributions (if any)
    - Conducted laboratory classes for Chemistry subjects
    - Checked student outputs and computed grades
  - Summary of Actual Duties
    - Responsible for conducting Chemistry Laboratory classes assigned at DoPAC, checking of Class Outputs of students, computing their respective grades

KEVIN NICK S. BANDIBAS
(Signature over Printed Name of Employee/Applicant)

CAREE	R SERVICE/ RA 10	80 (BOARD/ BAR) UNDER		DATE OF		- LICENSE				
	SPECIAL LAW		RATING (If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINA	TION / CONFER	RMENT	NUMBER		
СНЕМ	IST LICENSUR	EEXAMINATION	76.50%	SEPTEMBER 18-19, 2012	MANUEL L. QUEZON	UNIVERSITY	Y, MANILA 11656		30/05/	
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INCLU (mr	SIVE DATES m/dd/yyyy)	POSITION T (Write in full/Do not	ITLE	DEPARTMENT / AGE	NCY / OFFICE / COMPANY Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (F applicable)& STEP (Formal 100-01)/	STATUS OF APPOINTMENT	GOV'T SERVIC (Y/N)	
From	To	INSTRUCT	OPI	DEPARTMENT OF PUR	AND APPLIED CHEMISTRY,	P 27,892.00	INCREMENT 42.2	REGULAR -	Y	
/01/2022	12/31/2022	INSTRUCT			ATE UNIVERSITY AND APPLIED CHEMISTRY,	P 27,892.00 P 26,336.00	12-2	TEMPORARY REGULAR -	Y	
/01/2020	12/31/2020	INSTRUCT		DEPARTMENT OF BURE AND APPLIED CHEMISTRY		P 24,779.00	12-2	REGULAR -	Y	
/06/2015	31/12/2019	INSTRUCT		VISAYAS STATE UNIVERSITY DEPARTMENT OF PURE AND APPLIED CHEMISTRY,		P 22,938.00	12-1	REGULAR - TEMPORARY	Y	
1/06/2013	06/06/2015	PART-TIME INS	TRUCTOR	VISAYAS STATE UNIVERSITY  DEPARTMENT OF PURE AND APPLIED CHEMISTRY, VISAYAS STATE UNIVERSITY		P 17,000.00	N/A	PART-TIME	Y	
1/11/2012	29/03/2013	PART-TIME INS	TRUCTOR	SOUTHERN LEYT	E STATE UNIVERSITY	P 12,000.00	N/A	PART-TIME	Y	
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VII. LEARNING AND DEVELOPMENT (L&D) INTI						
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30. TITLE OF LEARNING AND DEVELOPMENT INTERVEN	TIONS/TRAINING PROGRAMS	THE RESERVE OF THE PARTY OF THE	DATES OF DANCE	Secretary in the second	Type of LD ( Managerial/	CONDUCTED/ SPONSORED BY
(Write in full)		-	(יייייני	NUMBER OF HOURS	Supervisory/ Technical/etc)	(Verte in full)
21st CENTURY CHEMISTRY WEBINARS (2022 EDITION): N	IR SPECTROSCOPY: BEYOND	93/25/2022	To 03/25/2022	4	WEBINAR	MEDICAL CONCEPT SOLUTIONS PHILS., INC.
STRUCTURE ELUCIDATION		in the local control			SEMINAR-	
BASIC TRAINING ON LABORATORY INSTRUMENTS AND T SCIENCEDIRECT ARTICLES AND JOURNALS: CHOOSING		02/16/2021	02/17/2021	16	TRAINING	INTEGRATED CHEMISTS OF THE PHILIPPINES
RESEARCH	THE RESERVE THE PARTY NAMED IN	01/29/2021	01/29/2021	2	WEBINAR	ELSEVIER
FRAINING-WORKSHOP ON COURSE MODULES PRODUCT: N HIGHER EDUCATION INSTITUTIONS (HEIB) WEBINAR SE	AND COTTON	06/11/2020	06/19/2020	56	WEBINAR	EASTERN VISAYAS HOHER EDUCATION INSTITUTIONS FLEXIBLE LEARNING MANAGEMENT SYSTEM CONSORTIUM
ECHO SEMINAR-WORKSHOP ON EDUCATIONAL TECHNO TEACHERS		7/23/19	7/24/19	16	SEMINAR- WORKSHOP	COLLEGE OF ARTS AND SCIENCES, VISAYAS STATI UNIVERSITY
1ST GENERAL ASSEMBLY AND SYMPOSIUM OF ICP-LEYT	E	4/26/19	4/26/19	8	SEMINAR	INTEGRATED CHEMISTS OF THE PHILIPPINES-LEYT CHAPTER: DEPARTMENT OF PURE AND APPLIED
ZND REGIONAL SYMPOSIUM OF THE PHILIPPINE SOCIETY		2/21/2019	2/22/2019	16	RESEARCH	PHILIPPINE SOCIETY OF BIOCHEMISTRY AND
MOLECULAR BIOLOGY - VISAYAS CHAPTER	EMPLY	10/16/18	10/18/18	24	RESEARCH	MOLECULAR BIOLOGY - VISAYAS CHAPTER; ASIAN ASSOCIATION OF AGRICULTURAL COLLEGE
AAACU 2ND BIENNIAL CONFERENCE AND GENERAL ASS						AND UNIVERSITIES  NATURAL PRODUCTS SOCIETY OF THE
21st ANNUAL CONVENTION OF THE NATURAL PRODUCTS SOCI	TY OF THE PHILIPPINES	01/12/2016	02/12/2016	16.0	RESEARCH	PHILIPPINES; UNIVERSITY OF SAN CARLOS
STRATEGIC PLANNING WORKSHOP OF THE COLLEGE OF	ARTS AND SCIENCES	25/08/2016	26/08/2016	16.0	WORKSHOP	VISAYAS STATE UNIVERSITY
N-SERVICE TRAINING ON "FT-IR INSTRUMENTATION, MAINTEN	NICE AND TROUBLESHOOTING*	22/07/2016	22/07/2016	8.0	TECHNICAL	ITS Science (Phils) Inc.; PerkinElmer
31st PHILIPPINE CHEMISTRY CONGRESS - "CHEMISTRY B TRADITIONAL BOUNDARIES	EYOND BORDERS: BLURRING	13/04/2016	15/04/2016	24.0	RESEARCH	PHILIPPINE FEDERATION OF CHEMISTRY SOCIETIES, INC KAPISANANG KIMIKA NG PILIPINAS (NATIONAL AND PANAY CHAPTER): INTEGRATED CHEMISTS OF THE PHILIPPINES-PANAY CHAPTER.
WHO-ICP WATER QUALITY TESTING AND ANALYSIS SEM	NAR-TRAINING	11/05/2015	15/05/2015	40.0	SEMINAR- TRAINING	WORLD HEALTH ORGANIZATION; INTEGRATED CHEMISTS OF THE PHILIPPINES; VISAYAS STATE UNIVERSITY
30th PHILIPPINE CHEMISTRY CONGRESS - "ASEAN CHEM	ISTRY IN RESONANCE"	15/04/2015	17/04/2015	24.0	RESEARCH	PHILIPPINE FEDERATION OF CHEMISTRY SOCIETIES INC.; INTEGRATED CHEMISTS OF THE PHILIPPINES
SAFETY IN THE LABORATORY	ALL THE THE	83/09/2013	03/09/2013	3.0	TECHNICAL	MERCK; VISAYAS STATE UNIVERSITY
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VIII. OTHER INFORMATION		NEW STREET				
31. SPECIAL SKILLS and HOBBIES 32.	NON	-ACADEMIC DISTII	NCTIONS / RECO	GNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER LITERATE	be title	N/J	A		Anni	INTEGRATED CHEMISTS OF THE PHILIPPINES
AND THE REAL PROPERTY OF THE PERSON OF THE P	a your orangement				ad at	KAPISANANG KIMIKA NG PILIPINAS  PHILIPPINE ASSOCIATION OF CHEMISTRY  TEACHERS  NATURAL PRODUCTS SOCIETY OF THE PHILIPPINES  VISAYAS STATE UNIVERSITY FACULTY ASSOCIATION
						ASSOCIATION

35. a. Have you ever been found guilty of any administrative of	is. a. Have you ever been found guilty of any administrative offense?				
b. Have you been criminally charged before any court?	If YES If YES, give details Date Filed: Status of Case/s:	☑ NO			
36. Have you ever been convicted of any crime or violation of by any court or tribunal?	Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?				
37. Have you ever been separated from the service in any of t retirement, dropped from the rolls, dismissal, termination, out (abolition) in the public or private sector?		YES If YES, give details	☑ NO		
38. a. Have you ever been a candidate in a national or local el	ection held within the last year (except	☐ YES	☑ NO		
Barangay election)?		If YES, give detail			
<ul> <li>b. Have you resigned from the government service during election to promote/actively campaign for a national or loc</li> </ul>		☐ YES If YES, give detail	☑ NO		
39. Have you acquired the status of an immigrant or permaner	☐ YES ☑ NO If YES, give details (country):				
<ul> <li>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) M 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972).</li> <li>a. Are you a member of any indigenous group?</li> <li>b. Are you a person with disability?</li> </ul>		☐ YES If YES, please specify ☐ YES If YES, please specify	☑ NO		
c. Are you a solo parent?	☐ YES ☑ NO If YES, please specify ID No:				
41. REFERENCES (Person not related by consanguinity or affinity to applica	nt /appointee)				
NAME	ADDRESS	TEL NO.			
ELIZABETH S. QUEVEDO	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	N/A			
FELIX M. SALAS	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	N/A			
PATRICK JOHN Y. LIM	UNIVERSITY OF SAN CARLOS-TALAMBAN CAMPUS, CEBU	N/A			
42. I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertiperation of pertiperatio	nent laws, rules and regulations of the entative to verify/validate the contents state	Republic of the d herein.	PHOTO		
Government Issued ID (La Passport, GSIS, SSS, PRC, Driver's License, etc.)	Today IV Williams and State				
Government Issued ID: VSU ID	EASE INDICATE ID Number and Date of Issuance		44		
ID/License/Passport No.: V00885	Signature (Sign inside the bi				
Date/Place of Issuance: VISAYAS STATE UNIVERSITY	2	Right Thumbmark			
SUBSCRIBED AND SWORN to before me this	Data Accomplished , affiant exhibit	ng his/her validly issued o	government ID as indicated above.		
VESTATE STATE STATE EACULTY ASSOCIATION					
	Person Administering Oat	1			

	ublic of the Philippines	1. POSITION TITLE (as a	uthorized by DBN			
	TION DESCRIPTION FORM					
	DBM-CSC Form No. 1	nocuse gaignans ou or	INSTRUCTO			
S. (F	Revised Version No. 1,	learning experiences that utilize innovative technologies in various				
2. ITEM NO.: VISCAB	See and pro-seed and pro-seed and and	3. SALARY GRAD	DE: 12	Deplement William		
4. FOR LOCAL GOVERN	IMENT POSITION, ENUMERATE GOVERNM	ENT UNIT AND CLASS	The same of the sa	chaptuo doneses		
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() city () municipality	() 2nd class () 3rd class () 4th class	() 6th cla () Specia		Provides support and STATEMENT OF DUTIE		
5. DEPARTMENT, CORPOR	RATION OR AGENCY/LOCAL GOVERNMENT	6. BUREAU OR O	FFICE	irrent of		
VISA	YAS STATE UNIVERSITY	or have been about the be	anniuse sadne	SO W T T		
7. DEPARTMENT/BRAN		8. WORKSTATION/PLAC	E OF WORK	fur		
	of Pure and Applied Chemistry	revised leaching multi-	VSU , Baybay	,6		
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZE	ED 12. 01	THER		
	(aparing grant and a same and a same a s	- I south has stone	ACA PE	RA		
3. POSITION TITLE OF	IMMEDIATE SUPERVISOR	14. POSITION TITLE OF	NEXT HIGHER SU	PERVISOR		
	Head, DoPAC	Dean, College of	Arts and Science	s		
5. POSITION TITLE AND	ITEM OF THOSE DIRECTLY SUPERVISED	ses records to departm	Turns over cla	.0		
(if more than seve	en (7) list only by their item numbers and tit	tles) None	Bas in the rate			
6 MACHINE, EQUIPMEN	NT, TOOLS ETC., USED REGULARLY IN PE	RFORMANCE OF WORK	on helphadas			
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7. CONTACTS/CLIENTS	SECURE OF THE PROPERTY OF THE	mos, r rooze bryer, bigester,	mstruments in in	strumentation Room		
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7a. Internal Executive/Managerial	Occasional Frequent	17b. External	Occasional	Frequent		
Supervisors Non Supervisors Staff	( ) bened bended ( ) and a during (x)	General Public Other Agencies Others (Please specify:	(x) ()	(x) (x)		
otati	(x) (x)	Admin Offfices	gluo atimous	6		
8. WORKING CONDITIO	DN	and a manner sincilare	deems other f	0 P 30 B		
Office Work ield Work	itee member (X) ps and other	Other/s (Please Specify)	Parforms fund			
9. BRIEF DESCRIPTION	OF THE GENERAL FUNCTION OF THE UN	IT OR SECTION	other accredit			
	To conduct instruction,	research, and extension	Seriorms oine	.0		
0. BRIEF DESCRIPTION	OF THE GENERAL FUNCTION OF THE POS	SITION (Job Summary)				
	To conduct instru	uction, research, and extension		Maria on Bullingua a		
1. QUALIFICATON STAN	THE RESERVE OF THE PERSON OF T		ONE CONTRACTOR	AND DESCRIPTION OF THE PARTY OF		
1a. Education	21b. Experience	21c. Training	21d. El	igibility		
Masteral degree	None required	None required	None re	equired		
1e. CORE COMPETENCI	ES		Para	Competency Level		
to ethical as well	ty and Professionalism - demonstrates hig as moral principles, values, and standards of excellence - Complies with VSU's establish	public office	SASIOWAS B N	A MINED		
satisfaction						
. Interpersonal relation	<ul> <li>Effectively delivers messages that simply focus on ship management - Effectively community work well in a team to achieve results</li> </ul>		eagues, customers			
. Change Adaptation	<ul> <li>Works effectively with a variety of per yle appropriately in dealing with change.</li> </ul>	ople and situations and adap	ts one's thinking,			

1g. TECHNICAL C	OMPETENCIES	Compatonou I ava		
	Competency Lev			
2. STATEMENT C	oport and technical services for Chemistry faculty and staff.  F DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level		
Percent of	A CONTRACTOR OF THE PROPERTY O	Competency Level		
Working Time	BORRO NO UASRUR O F. DESPOSAÇÃO DE AUTOMODERAN MAIS	2 VIOU   1 II ZEE 1 VIO		
90 %	DUTIES	ARIV		
80 76	Teaches assigned subjects and performs other teaching related	ASSETTICE 2 RASE		
	functions, among others, the following:	Department		
	Prepares and revised teaching materials/guides and submit to	TOA GORGGA ACT		
	department head	Ton miles an inch		
	b. Prepares and gives examinations (mid/final/long/quizzes)			
	c. Checks test papers and returns to students one week after examination	POSITION TITLE OF		
	d. Submits grade sheets within prescribed period to the Registrar through the department			
	e. Turns over class records to department heads within two weeks	POSITION THE EASE		
	after final examination	Company on the control of the contro		
	f. Makes himself available for consultation by his/her students during	- Se Hard Strate M		
	scheduled consultation hours	MACHINE, EQUIPME		
5 %	Performs research and/or extension functions, among others the	2 material and a second		
mack house	following:	I familial Laurebuses		
	a. Prepares research/extension proposals	CONTACTSCLIENTS		
	b. Implements duly approved research/extension projects within time	temen		
	frame			
	c. Prepares and prepares reports within the prescribed period	CPUV or Adult agertal		
	d. Presents research/extension outputs during conferences/fora of	Singlytectule		
	legitimate professional organizations			
	e. Submits output for possible publication/patenting			
		omaroa 2 0000 W		
5 %	Performs other functions, among others:	shoW to		
	<ul> <li>a. Performs functions relative to committee memberships and other</li> </ul>	aboli t		
	ad hoc assignments including related to quality assurance and	LO STATE OF THE PARTY OF THE PA		
	other accreditation functions 38 90 1990 3HT 40 ACTION OF A MANAGED 3HT 40	NOT ABLISHED ARDIO		
	<ul> <li>b. Performs other functions assigned by the department head,</li> </ul>			
	College Dean, Vice Presidents and the University President	NAME AND ADDRESS OF THE PARTY.		
	OF THE RENERAL PUNCTION OF THE POSITION (Liob Summary)			
ACKNOW! ED	SMENT AND ACCEPTANCE			

behaviour/conduct expectations contained herein.

KEVIN NICK S. BANDIBAS 12/19/2012

Employee's Name, Date and Signature

ELIZABETH S. QUEVEDO

Supervisor's Name, Date and Signature

# REPUBLIC OF THE PHILIPPINES VISAYAS STATE UNIVERSITY Baybay City, Leyte

### OATH OF OFFICE

I, Kevin Nick S. Bandibas of Department of Pure and Applied
Chemistry, Visayas State University, Visca, Baybay City, Leyte having been
appointed to the position of Instructor I hereby solemnly swear, that I will
faithfully discharge to the best of my ability, the duties of my present position and of
all others that I may hereafter hold under the Republic of the Philippines; that I will
bear true faith and allegiance to the same; that I will obey the laws, legal orders, and
decrees promulgated by the duly constituted authorities of the Republic of the
Philippines; and that I impose this obligation upon myself voluntarily, without mental
reservation or purpose of evasion.
SO HELP ME GOD.
KEVIN MICK S. BANDIBAS  (Signature over Printed Name of the Appointee)
Government ID:
Subscribed and sworn to before me this day of, 20 in
Philippines.

## **EDGARDO E. TULIN**

(Signature over Printed Name of Person Administering the Oath)

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

### CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Mr. <u>KEVIN NICK S. BANDIBAS</u> has assumed the duties and responsibilities as <u>INSTRUCTOR I</u> of <u>DEPARTMENT OF PURE AND APPLIED CHEMISTRY</u> effective <u>January 1, 2023</u>.

This certification is issued in connection with the issuance of the appointment of Mr. <u>BANDIBAS</u> as <u>INSTRUCTOR I</u>.

Done this 19th day of December in VisCa, Baybay City, Leyte .

ELIZABETH S. QUEVEDO
Head of Office/Department/Unit

Date: December 19, 2022

Attested by:

HONEY SOFIA V. COLIS OIC, HRMO

201 file Admin COA CSC

For submission to CSC FO within 30 days from the date of assumption of the appointee