

DAILY TIME RECORD

JOB ORDER

Name: NOREVE JEAN M. AGAD
 Position: JO-CHEMICAL TECHNICIAN
 For the Period: November 1-15, 2022

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	HOLIDAY					
2	8:00	12:00	-	1:00	5:00	-
3	7:51	12:00	-	1:00	5:00	-
4	7:56	12:00	-	1:00	5:00	-
5	SATURDAY					
6	SUNDAY					
7	7:55	12:00	-	1:00	5:00	-
8	7:58	12:00	-	1:00	5:00	-
9	7:54	12:00	-	1:00	5:00	-
10	7:50	12:00	-	1:00	5:00	-
11	8:00	12:00	-	1:00	5:00	-
12	SATURDAY					
13	SUNDAY					
14	7:50	12:00	-	1:00	5:00	-
15	7:55	12:00	-	1:00	5:00	-
16						
17						
18						
19	SATURDAY					
20	SUNDAY					
21						
22						
23						
24						
25						
26	SATURDAY					
27	SUNDAY					
28						
29						
30						
HOLIDAY						
TOTAL		days		10 days		

Certified Correct:

ELIZABETH S. QUEVEDO, RCh. PhD

Head, DoPAC



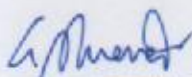
ACCOMPLISHMENT REPORT
November 1-15, 2022

- a. Conducted the maintenance and calibration of the laboratory equipment/ instrument and properly documented them in the designated form.
- b. Assisted and acted as a proctor during the midterm exams of Chemistry laboratory and lecture classes.
- c. Assisted in releasing laboratory glassware and chemicals to students in every laboratory class.
- d. Prepares chemical solutions needed in every laboratory experiment.
- e. Creates borrower slip in every laboratory experiment designated to every laboratory class.
- f. Assisted students in using some laboratory instruments in the department such as analytical balance, top loading balance, oven, furnace, uv-viewer and etc.
- g. Created PR for supplies and instruments needed in the stock room and instrument room and submitted it to BAC.
- h. Maintained the cleanliness and orderliness in the instrument room, balance room and laboratory rooms (AC-101, AC-105 and AC-207).
- i. Performed other functions as assigned by the department head.

Submitted by:


NOREVE JEAN M. AGAD, RChT
JO- Chemical Technician

Noted:



ELIZABETH S. QUEVEDO, RCh, PhD
Head, DoPAC

DAILY TIME RECORD

JOB ORDER

Name: MARIA TERESITA MECAIRAN

Position: JO-Admin Aide

For the Period: November 1-15, 2022

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	HOLIDAY					
2	7:58	12:00	<i>MTC</i>	1:00	5:00	<i>MTC</i>
3	7:50	12:00	<i>MTC</i>	1:00	5:00	<i>MTC</i>
4	7:45	12:00	<i>MTC</i>	1:00	5:00	<i>MTC</i>
5	SATURDAY					
6	SUNDAY					
7	7:50	12:00	<i>MTC</i>	1:00	5:00	<i>MTC</i>
8	7:50	12:00	<i>MTC</i>	1:00	5:00	<i>MTC</i>
9	DAY OFF					
10	8:00	12:00	<i>MTC</i>	1:00	5:00	<i>MTC</i>
11	8:00	12:00	<i>MTC</i>	1:00	5:00	<i>MTC</i>
12	SATURDAY					
13	SUNDAY					
14	7:55	12:00	<i>MTC</i>	1:00	5:00	<i>MTC</i>
15	8:00	12:00	<i>MTC</i>	1:00	5:00	<i>MTC</i>
16		12				
17						
18						
19	SATURDAY					
20	SUNDAY					
21						
22						
23						
24						
25						
26	SATURDAY					
27	SUNDAY					
28						
29						
30	HOLIDAY					
TOTAL 9 days						

Certified Correct:

Elizabeth S. Quevedo
ELIZABETH S. QUEVEDO, RCh. PhD

Head, DoPAC



ACCOMPLISHMENT REPORT
November 1-15, 2022

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.

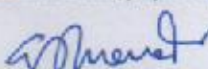
Submitted By:

MARIA TERESITA D. MECAIRAN
Admin Aide - JO

Noted By:

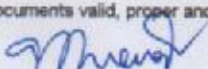
ELIZABETH S. QUEVEDO, RCh. PhD.
Head, DoPAC

OBLIGATION REQUEST AND STATUS				No.: 02-101101-2022-11	
VISAYAS STATE UNIVERSITY				Date: November 15, 2022	
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 November 1-15, 2022			14,121.30	
Total				14,121.30	

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: _____
---	---

C STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		02-101101-2022-11	14,121.30		14,121.30	
		Totals	14,121.30		14,121.30	

OBLIGATION REQUEST AND STATUS				No.: 02-101101-2022-11	
VISAYAS STATE UNIVERSITY				Date: November 15, 2022	
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 November 1-15, 2022			14,121.30	
Total				14,121.30	

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: _____
---	---

C STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		02-101101-2022-11	14,121.30		14,121.30	
		Totals	14,121.30		14,121.30	

November 1-15, 2022

NAME	Wage/day or Wage/month	No. of Days	FUND CHARGING	GROSS AMOUNT	PAG-IBIG				WITHHOLDING TAX	NET AMOUNT	SIGNATURE
					PREMIUM	MP2	Multi-Purpose Loan (MPL)	Calamity Loan (CAL)			
Noreve Jean M. Agad	914.07	10	GF-MODE	9,140.70	100.00					9,040.70	
Maria Teresita D. Mecairan	553.40	9	GF-MODE	4,980.60	100.00					4,880.60	
nothing follows										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	



CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into by and between:

The **VISAYAS STATE UNIVERSITY**, an institution of higher learning established under Presidential Decree No. 470 as amended by Presidential Decree No. 700 and converted into a state university by virtue of Republic Act No. 9158 and renamed as Visayas State University by virtue of Republic Act No. 9347, with principal office at Baybay City, Leyte, duly represented by its President, **DR. EDGARDO E. TULIN**, hereinafter referred to as the **FIRST PARTY**;

-and-

MARIA TERESITA D. MECAIRAN of legal age, female, Filipino and residing at Tugas I, Brgy. Hilapnitan, Baybay City, Leyte hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the **FIRST PARTY** is in need of person/s who can provide administrative support services which cannot be performed by the existing regular manpower/employees of the specific units/departments/centers within the university;

WHEREAS, the **SECOND PARTY**, possesses the required qualification and expertise needed by the hiring department/center/unit/office and is willing to provide the services needed;

NOW, THEREFORE, premises considered, the parties hereto hereby agree as they have agreed under the terms and conditions, as follows;

The **FIRST PARTY** hereby contracts the services of the **SECOND PARTY** as Admin Aide to perform the functions and deliver the following outputs as follows:

1. Coordinates office and administrative activities particularly storing, retrieving and integrating information and maintain proper recording/filing of records;
2. Prepares and processes reimbursement of Laboratory supplies, Office Expenses and scholarship Tuition Fees;
3. Performs messengerial work in the absence of regular admin aide;
4. Maintain cleanliness and orderliness of the office and reception areas;
5. Perform other functions assigned by the department.

THAT, when the work demand for travel, the **SECOND PARTY** shall be entitled to payment of travel expenses (per diem and fare) when travelling on official business within the country subject to existing government accounting rules and regulations and to the pertinent VSU policies and rules governing official travel;

THAT, the **SECOND PARTY** shall abide the rules and regulations of the **FIRST PARTY** and the terms and conditions as provided for in this service contract and performs the above-listed functions for a total of Eighteen(18) days per month at not less than 8 hours per day based on the work schedule as prescribed by the hiring department/office/center/units;

THAT for and consideration of the foregoing service, the **FIRST PARTY** binds itself to pay the **SECOND PARTY** in the amount of Five Hundred Fifty Three Pesos and Forty Centavos (Php553.40) per day inclusive of ten percent (10%) premium;

THAT, **SECOND PARTY** will be paid twice a month (per quincena) upon presentation of a certification of accomplishments and rendition of actual services issued by the **FIRST PARTY** or its duly authorized representative. The above payment will be charge to GENERAL FUND; *Oroquieta; He*

THAT, this contract shall take effect July 01, 2022 until December 31, 2022 and may be renewed only upon recommendation of the head of the unit/department/office, duly supported with a copy of an evaluation report as to the quality of services rendered and

Edgar Tulin

Maria Teresita D. Mecaيران

h

no/



CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into by and between:

The **VISAYAS STATE UNIVERSITY**, an institution of higher learning established under Presidential Decree No. 470 as amended by Presidential Decree No. 700 and converted into a state university by virtue of Republic Act No. 9158 and renamed as Visayas State University by virtue of Republic Act No. 9347, with principal office at Baybay City, Leyte, duly represented by its President **DR. EDGARDO E. TULIN**, hereinafter referred to as the **FIRST PARTY**;

-and-

NOREVE JEAN M. AGAD, of legal age, female, Filipino and with residence and postal address at Brgy. Sta. Cruz, Baybay City, Leyte hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the **FIRST PARTY** is in need of persons who can provide administrative support services which cannot be performed by the existing regular manpower/employees of the specific units/departments/centers within the university;

WHEREAS, the **SECOND PARTY**, possesses the required qualification and expertise needed by the hiring department/center/unit/office and is willing to provide the services needed;

NOW, THEREFORE, premises considered, the parties hereto hereby agree as they have agreed under the terms and conditions, as follows:

THE **FIRST PARTY** hereby contract the services of the **SECOND PARTY** as **Chemical Technician** to perform the functions and deliver the following outputs as follows:

1. Conducts the maintenance and calibration of the laboratory equipment/ instrument and properly document them in the logbook.
2. Orients the researchers and student in instrument operation and supervises the handling and usage of the instrument used in lab experiment.
3. Maintains the cleanliness and orderliness in the instrument room, balance room and laboratory rooms (AC-101, AC-105 and AC-207).
4. Makes inventory and record keeping of instrument, its accessories and history.
5. Supervises the stockroom chemical storage and inventory.
6. Performs and supervises analysis for MS student and other research related request. Assists chemistry majors and other students in the conduct of student research and to secure laboratory permits.
7. Performs other functions as assigned by the department head.

THAT when the work demand for travel, the **SECOND PARTY** shall be entitled to payment of travel expenses (per diem and fare) when traveling on official business within the country subject to existing government accounting rules and regulations and to pertinent VSU policies and rules governing official travel.

THAT the **SECOND PARTY** shall abide by the rules and regulations of the **FIRST PARTY** and the terms and conditions as provided for in this service contract and performs the above-listed functions for a total of eighteen (18) days per month at not less than 8 hours per day based on the work schedule as prescribed by the hiring department/office/center/unit.

THAT for and in consideration of the foregoing service, the **FIRST PARTY** binds itself to pay the **SECOND PARTY** in the amount of **Nine hundred fourteen pesos and seven centavos (P914.07)** per day inclusive of up to percent (10%) premium. The **SECOND PARTY** will be paid twice