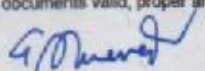


Annex F

OBLIGATION REQUEST AND STATUS				No.: 02-101101-2022-10	
VISAYAS STATE UNIVERSITY				Date: October 28, 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 October 16-31, 2022			12,653.83	
		Total		12,653.83	
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	Due and Demandable
		02-101101-2022-10	12,653.83		12,653.83
Totals			12,653.83		12,653.83

DAILY TIME RECORD

JOB ORDER

Name: NOREVE JEAN M. AGAD

Position: JO-CHEM. TECHNICIAN

For the Period: October 16-31, 2022

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	SATURDAY					
2	SUNDAY					
3						
4						
5						
6						
7						
8	SATURDAY					
9	SUNDAY					
10						
11						
12						
13						
14						
15	SATURDAY					
16	SUNDAY					
17	8:00	12:00	- Signature	1:00	5:00	- Signature
18	7:45	12:00	- Signature	1:00	5:00	- Signature
19	7:50	12:00	- Signature	1:00	5:00	- Signature
20	HOLIDAY					
21	7:54	12:00	- Signature	1:00	5:00	- Signature
22	SATURDAY					
23	SUNDAY					
24	7:55	12:00	- Signature	1:00	5:00	- Signature
25	8:00	12:00	- Signature	1:00	5:00	- Signature
26	7:58	12:00	- Signature	1:00	5:00	- Signature
27	7:56	12:00	- Signature	1:00	5:00	- Signature
28	7:55	12:00	- Signature	1:00	5:00	- Signature
29	SATURDAY					
30	SUNDAY					
31	HOLIDAY					
TOTAL	days					9 days

Certified Correct:

ELIZABETH S. QUEVEDO, RCh. PhD

Head, DoPAC



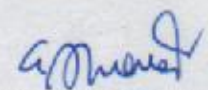
ACCOMPLISHMENT REPORT
October 16-31, 2022

- a. Conducted the maintenance and calibration of the laboratory equipment/ instrument and properly documented them in the designated form.
- b. Assisted in releasing laboratory glasswares and chemicals to students in every laboratory class.
- c. Prepares chemical solutions needed in every laboratory experiment.
- d. Creates borrower slip in every laboratory experiment designated to every laboratory class.
- e. Assisted students in using some laboratory instruments in the department such as analytical balance, top loading balance, oven and etc.
- f. Created PR for supplies and instruments needed in the stock room and instrument room and submitted it to BAC.
- g. Maintained the cleanliness and orderliness in the instrument room, balance room and laboratory rooms (AC-101, AC-105 and AC-207).
- h. 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 D. MECAIRAN

Position: JO-ADMIN AIDE

For the Period: October 16-31, 2022

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	SATURDAY					
2	SUNDAY					
3						
4						
5						
6						
7						
8	SATURDAY					
9	SUNDAY					
10						
11						
12						
13						
14						
15	SATURDAY					
16	SUNDAY					
17	8:00	12:00	<i>mta</i>	1:00	5:00	<i>mta</i>
18	7:30	12:00	<i>mta</i>	1:00	5:00	<i>mta</i>
19	8:00	12:00	<i>mta</i>	1:00	5:00	<i>mta</i>
20		Leave	<i>mta</i>			
21	8:00	12:00	<i>mta</i>	1:00	5:00	<i>mta</i>
22	SATURDAY					
23	SUNDAY					
24	8:00	12:00	<i>mta</i>		5:00	<i>mta</i>
25	7:00	12:00	<i>mta</i>		5:00	<i>mta</i>
26		Day Off				
27	8:00	12:00	<i>mta</i>		5:00	<i>mta</i>
28	8:00	12:00	<i>mta</i>		5:00	<i>mta</i>
29	SATURDAY					
30	SUNDAY					
31						
TOTAL <u>18</u> days						

Certified Correct:

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


Head, DoPAC



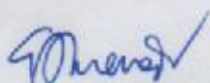
ACCOMPLISHMENT REPORT
October 16-31, 2022

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



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



**EXCERPT FROM THE APPROVED MINUTES OF THE
Non-Academic Personnel Board Meeting
September 30, 2022 1:30 pm
(Virtual meeting via meet.google.com/tnk-cxdp-qzn)**

The request of DoPAC Personnel Committee for the immediate hiring of (2) two Laboratory Aides (JO) to assist the Laboratory Technician during chemistry laboratory classes this coming 1st Semester AY 2022-2023 charged to Fund 164 (STF) Lab. Fees, was presented and deliberated.


Thereupon, below is the NAPB action which was approved by the University President.

**NAPB Resolution No. 203
Series of 2022**

Recommending approval to hire one (1) JO Laboratory Aide for 22 days and to increase the number of days of the existing JO Chem Tech to 22 days until December 31, 2022 only charge to Fund 164.

September 30, 2022

Certified True and Correct:


JENNIFER E. ANDO
NAPB Secretary

cc: **Dr. Elizabeth Quevedo, Head, DoPAC**



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**; *Across; Hc*

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

Attested

M. Mecaيران

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GENERAL PAYROLL

October 16-31, 2022

TOTAL	12,653.83
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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