



PPLIED CHEMISTRY

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

CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

Fill up the required listed forms & gather your documents in order of the checklist & submit to out. Please submit the checked items.	romoe on or befor	
Type of Appointment: ☑ New Appointment □ Renewal □ Promotion □ Others		
Name of Appointee: RAYMOND R. CCARES		
Office/Unit/Department:		
I. Government forms for completion:	REMARKS	DATE RECEIVE
Personal Data Sheet -PDS CSC Form 212 (Revised 2017) w/ 2 ID picture (latest) Note: If this PDS form is generated in ecopy, it must be in the long size bond paper, in 4 pages with 2 sheets (attach work experience sheet) in 2 copies Position Description Form (PDF) in 2 copies Note: Must be signed by the head of office		
3 Oath of Office in 2 copies		
Note: Signed by the Head of Agency Certificate of Nepotism in 2 copies		
Only applicable to administrative position Certificate of Assumption to Duty in 2 copies		
Note: Must be signed by the immediate supervisor or head of office		
Statement of Assets & Liabilities (SALN) in 2 copies Note: Must be notarized and latest SALN		
Il Additional documents for submission:		
1 Approved recommendation		
A NRI Clearence		
Medical Certificate (blood test, urinalysis, chest x-ray, drug test)		
Clearance (for transferee) Performance Rating (IPCR)	_	
for promotion (2 rating periods)		
for transferee (latest rating period)		
6 Approved transfer (for transferee)		
Certification of leave credit balance (for transferee)		
Service Record (for transferee) NEURO EXAM (for Sec. Guards & new hired only)		
TOR and DIPLOMA with original or authenticated copy from school in 2 copies CSC Eligibility- (2 copies of original or authenticated copy from CSC) License authenticated from PRC (for Security Guards, Drivers, & etc.) in 2 copies		
13. Marriage Certificate (if applicable)		
14 Birth Certificate (PSA)	-	
15.7 Phil. Health No.		
16. TIN No.		
17 PAG-IBIG ID No. 18 Application Letter (Vacant position)		
18 Application Letter (Vacant position)	(11)	
	AHUE	-
	GIGNATURE	
Verified by:		
ODHRM Staff		
OD III O DO		

Vision: Mission: 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-HRM-08 v0 11-12-2021





DEPA MENT OF PURE AND APPLIED CHEMISTRY

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 053-563-7747 Email: dopac@vsu.edu.ph Website: www.vsu.edu.ph

CONTRACT FOR TEACHING SERVICES

(Job Order Status)

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into by and between:

The VISAYAS STATE UNIVERSITY (VSU), 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. 9473, with principal office at Baybay City, Leyte, duly represented by its President, DR. EDGARDO E. TULIN, hereinafter referred to as the FIRST PARTY;

-and-

RAYMOND R. OCARES of legal age, male, Filipino and residing at Brgy. Cambalading, Albuera, Leyte, hereinafter referred to as the SECOND PARTY:

WITNESSETH:

WHEREAS, the FIRST PARTY is in need of one with the desired expertise who will teach subjects Chem 132.2; Chem 132.3; Chem 2.1; Chem 120.1; Chem 140.1; ScTs11c at the Department of Pure and Applied Chemistry, VSU, Baybay, Leyte during the 1st Semester, SY 2022-2023 at P156.00 per hour for BS degree/ P207.70 per hour for MS degree/ P308.44 per hour for PhD degree of actual teaching service, the total amount received for one month should not exceed the monthly salary of an equivalent regular position of Instructor I, plus preparation pay per subject of not more than four (4) different courses/subjects for lecture and laboratory;

WHEREAS, the SECOND PARTY possesses the needed expertise to undertake the aforementioned job and is willing to be paid on a per hour basis;

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

THAT the SECOND PARTY hereby undertakes the aforementioned job under the direct supervision of the FIRST PARTY or duly authorized representative, particularly to perform the teaching services of the courses assigned to her/him during the 1st Semester SY 2022-2023 but not limited to the following:

- Conduct classes as scheduled.
- Introduce various strategies to enhance the learnings of his/her students.
- Apply/conduct applicable modes of assessment of the learnings gained by his/her students from his/her classes i.e. examination (mid/final/long hours/quizzes), maintain class records, correct and return these assessment/test papers to students.
- Perform other tasks assigned by the Department Head and the College Dean to facilitate the effective delivery of teaching functions.
- Attend to student queries even outside class schedule.
- Submit grades and turn over class records to the Department Head or to a designated faculty member two weeks after the final examination. In case of INC grades, thoroughly orient the faculty accepting the academic responsibility as to when and how the students can complete their grades.
- 7. Pass clearance after the end of the contract.

THAT the hourly pay renumerated to the SECOND PARTY covers the above-mentioned activities, and shall be computed based on the following:

T

- The total number of hours to be paid per semester shall not exceed the maximum contact hours of
 - a. her/his teaching load for the 1st semester of SY 2022-2023 plus the number of hours spent in participating in the Faculty Onboarding on September 5-8, 2022 and Orientation of Newly-Hired Faculty on September 8-9, 2022, as certified by the University Registrar and Director of Instruction and Evaluation, respectively. Proof of attendance to the above activities shall be attached.
 - b. Monthly payment shall be supported with the Daily Time Record (DTR) and accomplishment report of the performance by the SECOND PARTY certified by the Department Head of all the mandated teaching jobs. This applies to both conduct of face-to-face and on-line classes.
 - c. Last month's salary shall likewise be supported with a certification from the Department Head that the SECOND PARTY complied with his/her teaching functions in the preceding paragraph, sub. par. 6 to 7 re: submission of grades, class records and clearance to the Department Head.
 - d. Preparation pay to be released at the last month of the semester. The computation for the preparation pay will be as follows:

For lecture subjects:

Preparation pay = number of class preparations x .33 x rate per subject/semester

For laboratory subjects:

Preparation pay = number of class preparations x .11 x rate per subject/semester

THAT the SECOND PARTY is required to attend/participate orientation and various webinars and teaching activities conducted/spearheaded by the university to improve their teaching competencies.

THAT in the event the SECOND PARTY pre-terminates this contract without reasonable cause he shall be made to pay a penalty of Fifty Thousand Pesos (P50,000.00) without prejudice to filing a case against him for breach of contract.

THAT the SECOND PARTY is required to turn-over all class records, data, learning materials, equipment, and other things that come into his/her possession because of his/her job, and preserve the confidentiality of any information regarding the University, faculty, staff, and students. Any disclosure and divulgement of confidential information (including personal information kept on computer or other media, research, technologies and manuals) made unlawfully outside the proper course of duty will be grounds for dismissal without prejudice to filing of appropriate case in Court. The confidentiality clause will still apply even if the SECOND PARTY is no longer connected with VSU unless the University gives its express consent.

THAT the SECOND PARTY should also adhere to existing rules and regulations of the University.

THAT this agreement will not in any manner result to any employer-employee relationship between the parties.

2 4 OCT 2022 ___, 202_, at Baybay City, Leyte, Philippines.

By:

EDGARDO E. TULIN University President (First Party) RAYMOND R. OCARES (Second Party)

4 March

Signed in the presence of:

Dept. Head

Doc. No. 1929

Page No. _ 6°

Book No. XXXVIII

Series of 2000

Head, Budget Office

HONEY SOFIA V. COLIS OIC Director, ODHRM

PROVINCE OF LEYTE) REPUBLIC OF THE PHILIPPINES) S.S. MUNICIPALITY OF BAYBAY)

2 4 DCT 2022 BEFORE ME, this day of personally appeared Dr. Edgardo E. Tulin with valid w/ valid ID No. V0000522 and Raymond R. Ocares with valid known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed.

This instrument consisting of two pages including this acknowledgment has been signed by the parties and their witnesses and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on the date and place first above written.

Noteny Public Until pecember 31, 2023 PTR No. 6588894 - Baybay, Leyte- 1/18/2022 IBP No. 177903- Tacloban City-02/11/2022 Roll of Attorneys No. 57467 MCLE No. VII-097219S- 04/14/2025

Visca, Gavbay City, Leyte



OFFICE OF THE UNIVERSITY REGIST

Visca, Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 53 563 7067; +63 53 565 0600 local 1010

Email: registrar@vsu.edu.ph Website: www.vsu.edu.ph

(Formerly Visayas State College of Agriculture and Leyte State University)

OFFICIAL TRANSCRIPT OF RECORDS

Student Name

: OCARES, RAYMOND REVILLOZA

Student Number

: 18-1-00979

Date of Birth

: November 01, 2000

Place of Birth

: Ormoc City, Leyte

Sex

: Male

Religion

: Roman Catholic

Citizenship

: Filipino

Parent/Spouse

: Mr. & Mrs. Marcelino D. Ocares

Address

: Brgy. Cambalading, Albuera, Leyte

Guardian

Address

PRELIMINARY EBUCATION

Elementary

1 Seguinon Elementary School

Seguinon, Albuera, Leyte

Junior High School

1 Seguinon National High School

Seguinon, Albuera, Leyte

Senior High School

! Western Leyte College of Ormoc City, Inc.

A. Bonifactio St., Ormoc City, Leyte

Year :

Year :

2018

010

2012

2016

Entrance Credential

t Form 138

Western Leyte College of Ormoc City, Inc.

A. Bonifactio St., Ormoc City, Leyte

SYSTEM:	NUMERICAL RATING	ADJECTIVAL RATING	EQUIVALENT ALPHABETIC RATING
	1,00	Excellent	CONTRACT ORDER ADDRESS AND ADDRESS OF
	1,25	Highly Outstanding	STATE OF THE PARTY
	1.50	Outstanding	A STATE OF THE PARTY OF THE PAR
	1.75	Very Good	BUT SERVE VILLE
	2.00	Good	Bearing state (Bearing or one some
TO CONSTRUCT PROPER STATE SPECIAL PROPERTY INCOME.	2,25	Very Satisfactory	SHAVENETT HEAT BATATE SHIVE BEST YOU
SERVICE AND PARTY OF PERSONS ASSESSED.	2.50	Satisfactory	CALL STREET, STREET, CALL SHOPE STREET, STREET
VISION STATE CONTROLLY CHARGE STATE US	2.75	Fair	V STATES STATE CHARLES STATES AND
	3.00	Passing	sections of the City released and
	5.00	Failure	COMPANY STATE SECURITY VILLARY STATE
	S - Satisfactory	Inc - Incomplete	TO HER THE THE PROPERTY OF THE
	U - Unsatisfactory	DR - Dropped	T WAR ME STATE OF THE STATE OF
	Au - Audit (No credit)	MARKET STATE STREET, STATE OF STATE OF	

One unit of credit is one hour fecture or recitation or three hours of laboratory work, drafting or shop work each week for the period of a complete semester.

The semestral average of a student is computed by multiplying the number of units assigned to a course by the grade earned and the product divided by the total units earned for the semester.

Note: This transcript is considered original when it bears the seel of the University and the original signature of the University Registrar. Any erasure or alteration made on this copy renders the whole transcript invalid.



(Formerly Visayas State College of Agriculture and Leyte State University)

OFFICE OF THE UNIVERSITY REGISTRAR

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Email: registrar@vsu.edu.ph Website: www.vsu.edu.ph

OFFICIAL TRANSCRIPT OF RECORDS

VISAYAS STA	TE UNIVERSITY, Visca, Baybay City, Leyte		
18-1-00979	: OCARES, RAYMOND REVILLOZA	THE UNIVERSELY VISIONS & THAT DIRECTABLY VISIONS	AND MENUNCHETY VICADA
STATE CHARGE IN A STATE OF	: Bachelor of Science in Chemistry (BSChem)	ORNIY SIRAMER SCHOOL ON	OCCUPATION OF STREET
Course No.	Descriptive Title	Grade	Credit
STREET WISHING OTHER LINEARS	First Semester, SY 2018 - 2019	PERSONAL PROPERTY AND ADDRESS OF	ENTERING THE PROPERTY STATE
Chem 115	PRINCIPLES OF CHEMISTRY (Lecture)	TE UNIVERSITY ASSAULT	TATE SHOWERS IT VINCEN
Chem 115.2	PRINCIPLES OF CHEMISTRY (Laboratory)	2.25	STATE STATE STATE
Math 105n	MATH ANALYSIS 1 (differential calculus)	1.50	2.0
ScSc 11n	UNDERSTANDING THE SELF	1.75	3.0
ScSc 12n	READINGS IN PHILIPPINE HISTORY	1.00	3.0
NSTP 11c	CIVIC WELFARE TRAINING SERVICE (CWTS)	1.25	3.0
CHANGE STATE SPECIAL STATE STATE AND	Serial No. : C-08-044209-19	1.00	3.0
PhEd lin	MOVEMENT ENHANCEMENT	THE LINE WEATHER PARTY OF	
STATE LINGSHELLY AMERICAN	THE PARTY THE PA	1.25	20/0 mm man
BESTS HERMAN STATE CHARLES	Second Semester, SY 2018 - 2019		TATE INVESTITY VILLAND
Chem 117	INORGANIC CHEMISTRY 1 (Lecture)	2.25	3.0
Chem 117.1	INORGANIC CHEMISTRY 1 (Laboratory)	1.75	1.0
Humn 11	ART APPRECIATION	1.00	3.0
Math 106n	MATH ANALYSIS 2 (INTEGRAL CALCULUS)	2.00	3.0
Phys 31	MECHANICS, ELECTRICITY AND MAGNETISM	1.50	4.0
ScTS 11	SCIENCE, TECHNOLOGY AND SOCIETY	1.00	3.0
NSTP 12c	CIVIC WELFARE TRAINING SERVICE (CWTS)	1.25	3.0
STATE DRYESSY VOANAS S	Serial No. : C-08-044209-19	The state of the s	DESCRIPTION OF THE
PhEd 12n	FITNESS EXERCISE	1.75	2.0
CHARLE WHATER COME CONT.	anne environmente medica complemente sulante lleve, annombre sulante delle complemente delle complemente distr Ett annombre delle complemente dell'an etnis l'angelente etnis elles complement villagne etnis complement minamo e	THE SHANDSHAFT OF THE STATE OF	STATE OFFICE PARTY PROPERTY PR
NAMES AND DESCRIPTION	First Semester, SY 2019 - 2020		CONTRACT MEDICAL PRINTS
Chem 127.2		1.50	2.0
Chem 127n	ORGANIC CHEMISTRY I (Lecture)	1.00	3.0
Chem 147	ANALYTICAL CHEMISTRY 1 (Lecture)	1.50	3.0
Chem 147.1		1.25	2.0
Comm 11		1.25	3.0
Math lin	MATHEMATICS IN THE MODERN WORLD	1.25	3.0
	WAVE MECHANICS AND OPTICS	1.25	4.0
PhEd 13n	PHYSICAL ACTIVITIES TOWARDS HEALTH AND FITNESS I	1.50	2.0
	Second Semester, SY 2019 - 2020	THE SHAPE STATE VALUE OF	THE CHARGESTY DEADS STREET CHARGESTE VISAN
Chem 128	ORGANIC CHEMISTR 2 (Lecture)	ORIGINAL SAVE S	DESCRIPT VARATUR STATE
Chem 128.2	ORGANIC CHEMISTRY 2 (Laboratory)	1.25	3.0
Chem 148.2		1.00	2.0
Chem 148n	ANALYTICAL CHEMISTRY 2 (Lecture)	1.25	2.0
Chem 157		1.25	3.0
Chem 157.1		1.25	3.0
Phlo 11	ETHICS	1.50	1.0
SeSc 13n	DATE THE STREET, THA ARE STATE SHOULD SEE THE STATE SHAPE STATE SHOULD SEE THE STATE STATE SHAPE STATE SHAPE	1.25	3.0
PhEd 14n		1.50	3.0
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SEASE CHILDREN PRAVAIL ST	<< continue to next page >>	MINITY WITHOUT THEIR DAY	





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Website: www.vsu.edu.ph

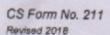
VISAVAC CT	MIL MANACRIFI OF	RECOR	DS
18-1-00979	ATE UNIVERSITY, Visca, Baybay City, Leyte		CONTY MANUAL MAN
MARIE CONTRACTOR OF STREET	, VORKES, KAIMUND REVILLORA		THE DESIGNATION OF STREET
Course No.	: Bachelor of Science in Chemistry (BSChem)	TIME OFFICERS CONTRACTOR	THE CHARGE STY VINA
	Descriptive Title	Grade	Credit
STATE DAY SOLD IN COLUMN 2	BIOCHEMICEDE First Semester, SY 2020 - 2021	THE RESERVE	
Chem 137	olochemisiki i (Lecture)	THE DESCRIPTION OF THE PARTY OF	
Chem 137.2	BIOCHEMISTRY 1 (Laboratory)	1.00	3.0
Chem 149.1	ANALYTICAL CHEMISTRY 3 (Laboratory)	1.00	2.0
Chem 149n	ANALYTICAL CHEMISTRY 3 (Lecture)	1.25	1.0
Chem 158	Physical Chemistry 2 (real	1.25	3.0
Chem 158.1	Physical Chemistry 2 (Laboratory)	1.50	3.0
Envi 11	ENVIRONMENTAL SCIENCE	1.50	1.0
	THE STATE SECTION WHICH STATE LIBERARY COURSE STATE SECURITY STATES A LIVE ASSESSMENT ABOUT A STATE OF THE PARTY OF THE PARTY.	1.00	3.0
Chem 138	Brochestern Second Semester, SY 2020 - 2021		
Chem 138.1	Diochemistri Z (Lectura)	1.50	3.0
Chem 159	BIOCHEMISTRY 2 (Laboratory)	1.25	1.0
Chem 200al	PHYSICAL CHEMISTRY 3	1.50	3.0
ITec 11	THESIS 1 (PROPOSAL WRITING)	1.00	1.0
ScSc 16	LIVING IN THE IT ERA	1.00	3.0
MINES TO SEE THE STATE OF THE SECOND	LIFE AND WORKS OF RIZAL	1.25	3.0
	TNOPGANIC CURVES Semester, SY 2021 - 2022		Carl Culture State
Chem 118	INORGANIC CHEMISTRY II (LECTURE)		
CREM 118.1	INORGANIC CHEMISTRY II (LABORATORY)	1.00	3.0
Chem 123	NATURAL PRODUCTS CHEMISTRY	1.25	1.0
Chem 124	MOLECULAR SPECTROSCOPY	1.00	3.0
CHEM 191	INORGANIC CHEMISTRY C3	1.25	3.0
CHEM 192	ORGANIC CHEMISTRY C3	1.00	1.0
CHEM 200a2	THESIS 2 (EXPERIMENTATION)	1.25	1.0
Chem 200b.3	PROFESSIONAL ENGAGEMENT	1.00	1.0
Entr 11	THE ENTERPRENEURIAL MIND	1.25	3.0
		1.00	3.0
Chem 193	Second Semester, SY 2021 - 2022		
Chem 194	DIOCHEMISIRI C3	2.25	1.0
Chem 195n	ANALYTICAL CHEMISTRY C3	2.25	1.0
Chem 200a3	PHYSICAL CHEMISTRY C3	2.00	1.0
20043	THESIS 3 (MANUSCRIPT PREPARATION AND DEFENSE)	1.00	1.0
AUGUSTATE ORNERS NEWS	THE PARTY OF THE P		A WALL

Thesis: PHYTOEXTRACTION POTENTIAL OF RICE FLATSEDGE (Cyperus iria L.) AND GOOSEWEED (Sphenoclea zeylanica Gaertn.) IN LEAD-CONTAMINATED SOIL.

Graduated Magna Cum Laude on August 12, 2022 with the degree of Bachelor of Science in Chemistry (BSChem) as per VSU Board of Regents Resolution No. 65, s. 2022 dated August 3, 2022.

< any entry below this line is null and void >

Doc.Stamp Paid P30.00 REMARKS : FOR EMPLOYMENT DATE ISSUED : October 07, 2022





MEDICAL CERTIFICATE

(For Employment)

INSTRUCTIONS

 a. This medical certificate should be accomplished by a licensed government b. Attach this certificate to original appointment, transfer and reemployment c. The results of the following pre-employment medical/physical/psychologics 	
must be attached to this form:	Al .
☐ Blood Test	
P Urinalysis	-

Urinalysis
Chest X-Ray
Drug Test
Psychological Test
Neuro-Psychiatric Examination (if applicable)

FOR THE PROPOSED APPOINTEE

First Name, Name Extension	n (if any) and Middle Name)	AGENCY / ADDRESS	
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		DOPPE	
basished bath	mt are well		
SEX	CIVIL STATUS	PROPOSED POSITION	
MANE	CNOLE	PAKTIME INGRUCTOR	
	BASUSATU BAYB	OTTL OTATOS	

FOR THE LICENSED GOVERNMENT PHYSICIAN

SIGNATURE OVER PRINTED NAME OF LICENSED GOVERNMENT PHYSICIAN:	OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE		
AGENCY/Affiliation of Licensed Government Physician:			
	HEIGHT and	WEIGHT (KG)	BLOOD
JCENSE NO.	Bare Foot	Stripped CT Kas-	TYPE
DEFICIAL DESIGNATION		st kgs.	TYPE