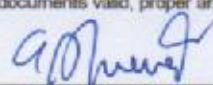


OBLIGATION REQUEST AND STATUS VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte				No.: 02-101101-2022-12		
				Date: December 12, 2022		
				Fund: GF		
Payee:	NOREVE JEAN M. AGAD et.al.					
Office:	DoPAC					
Address:	VSU, Visca, Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
DoPAC	PAYROLL FOR December 1-15, 2022			14,674.70		
Total				14,674.70		
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/RADA/ No.	Obligation	Payment	Not Yet Due	Due and Demandable
		02-101101-2022-12	14,674.70		14,674.70	
Totals			14,674.70		14,674.70	

DAILY TIME RECORD

JOB ORDER

Name: NOREVE JEAN M. AGAD

Position: JO-Chemical Technician

For the Period: December 1-15, 2022

Date	Morning		Signature	Afternoon		Signature						
	In	Out		In	Out							
1	7:50	12:00	- [Signature]	1:00	5:00	- [Signature]						
2	7:55	12:00	- [Signature]	1:00	5:05	- [Signature]						
3	SATURDAY											
4	SUNDAY											
5	8:00	12:00	- [Signature]	1:00	5:00	- [Signature]						
6	8:00	12:00	- [Signature]	1:00	5:10	- [Signature]						
7	8:00	12:00	- [Signature]	1:00	5:03	- [Signature]						
8	HOLIDAY											
9	7:59	12:00	- [Signature]	1:00	5:00	- [Signature]						
10	SATURDAY											
11	SUNDAY											
12	7:56	12:00	- [Signature]	1:00	5:00	- [Signature]						
13	8:00	12:00	- [Signature]	1:00	5:13	- [Signature]						
14	8:00	12:00	- [Signature]	1:00	5:00	- [Signature]						
15	8:00	12:00	- [Signature]	1:00	5:00	- [Signature]						
16												
17							SATURDAY					
18							SUNDAY					
19												
20												
21												
22												
23												
24	SATURDAY											
25	SUNDAY											
26												
27												
28												
29												
30	HOLIDAY											
31	SATURDAY											

TOTAL 10 days

Certified Correct:

ELIZABETH S. QUEVEDO, RCh. PhD

Head, DoPAC




ACCOMPLISHMENT REPORT

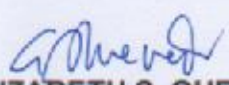
December 1-15, 2022

- 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 long exams of Biochemistry Lecture and Chem 127.1 laboratory class.
- c. Assisted in releasing laboratory glassware and chemicals to students in every laboratory class.
- d. Prepared chemical solutions needed in every laboratory experiment.
- e. Created borrower slip in every laboratory experiment designated to every laboratory class.
- f. Created letter requesting for third party calibration for glassware and instruments in the department.
- g. Assisted students in using some laboratory instruments in the department such as analytical balance, top loading balance, oven, furnace, UV-viewer and etc.
- h. Assisted 4th year students who are currently conducting their thesis in using some laboratory instruments in the department such as analytical balance, multimeter, oven, furnace, UV-viewer and etc.
- i. Maintained the cleanliness and orderliness in the instrument room, balance room and laboratory rooms (AC-101, AC-105 and AC-207).
- j. 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

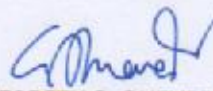
DAILY TIME RECORD

JOB ORDER

Name: Maria Jeruza D. Macina
 Position: JO- Admin Asst
 For the Period: Dec 1-15, 2022

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	7:45	12:00	MJM	1:00	5:00	MJM
2	7:20	12:00	MJM	1:00	5:00	MJM
3	SATURDAY					
4	SUNDAY					
5	8:00	12:00	MJM	1:00	5:00	MJM
6	8:00	12:00	MJM	1:00	5:00	MJM
7	8:00	12:00	MJM	1:00	5:00	MJM
8	"Immunization" Reception		day			
9	8:00	12:00	MJM	1:00	5:00	MJM
10	SATURDAY					
11	SUNDAY					
12	8:00	12:00	MJM	1:00	5:00	MJM
13	8:00	12:00	MJM	1:00	5:00	MJM
14	8:00	12:00	MJM	1:00	5:00	MJM
15	8:00	12:00	MJM	1:00	5:00	MJM
16						
17	SATURDAY					
18	SUNDAY					
19						
20						
21						
22						
23						
24	SATURDAY					
25	SUNDAY					
26						
27						
28						
29						
30						
TOTAL	10	days				

Certified Correct:


 ELIZABETH S. QUEVEDO, RCh. PhD
 Supervisor



ACCOMPLISHMENT REPORT

December 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

JOB ORDER

DEPARTMENT OF PURE AND APPLIED CHEMISTRY

December 1-15, 2022

N A M E	Wage/day or Wage/month	No. of Days	FUND CHARGING	GROSS AMOUNT	PAG-IBIG PREMIUMMP2Multi-Purpose Loan (MPL)Calamity Loan (CAL)	WITHHOLDI NG TAX	NET AMOUNT	SIGNATURE
Jean M. Agad	914.07	10	GF-MODE	9,140.70	100.00		9,040.70	
Teresita D. Mecairan	553.40	10	GF-MODE	5,534.00	100.00		5,434.00	
nothing follows							-	
							-	
							-	
							-	
							-	
							-	
							-	
							-	
TOTAL				14,674.70	200.00		14,474.70	

FIED: Services have been duly rendered as stated.

A. Thompson

EDGARDO E. TULIN

PRESIDENT

IFIED: Funds available in the amount of

14,674.70

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

QUEEN-EVER Y. ATUPAN

HEAD, CASH DIVISION