JOB ORDER OFFICE OF THE DEAN OF STUDENTS GENERAL PAYROLL

	CERTIFIED: Fund	The state of the s	CERTIFIED: Servic	339	3					X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-	1. Escasinas, Gilly N	77	Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z	>	We acknowledge i	
OIC HEAD, AC	e in the amount of	MANOLO B. I	een duly rendered as stated.		3	5	5				553.40 18.00 20		Days	Wage/day or No of	the sum show opposite our names as full compensation for services rendered.	
NICK FREDDY R. BELLO OIC HEAD, ACCOUNTING DIVISION	9,961.20	MANOLO B. LORETO, JR. DEAN OF STUDENTS		TOTAL							20201050-10.13.47.8		FUND CHARGING /		r names as full compen	OFFICE OF TH
				9,961.20							9,961.20		AMOUNT	CBOCC	sation for s	THE DEAN OF S
				100.00							100.00		PREMIUM		services rer	THE DEAN OF STUDENTS
				1									MP2	PAG-IBIG	ndered.	ENTS
	CERTIFIEI		APPROVE	1				-					Multi- Purpose Loan (MPL)	BIG		
QUE	D: Each of paid the		ED FOR	1									Calamity Loan (CAL)			
QUEEN-EVER Y. ATUPAN HEAD, CASH DIVISION	employee who	EDGARDO E. TULIN	APPROVED FOR PAYMENT:	1									WITHHOLDING			
ATUPAN	CERTIFIED: Each employee whose names appears above have been paid the amount opposite his/her names.	DE. TULIN		9,861.20	1	1 1	-	ı	1	ı	9,861.20		AMOUNT		Februa	
	pears above ames.												SIGNATURE		February 2-28, 2022	





OFFICE OF THE DEAN OF STUDENTS

Visca, Baybay City, Leyte, PHILIPPINES Tel No.: 053 565 0600 (loc 1070) Telefax: +63 53 563 7067

Felefax: +63 53 563 7067 Email: usso@vsu.edu.ph Website: www.vsu.edu.ph

ACCOMPLISHMENT ACCEPTANCE AND INSPECTIONS REPORT

To Whom It May Concern:

This is to certify that **Ms. Gilly Mae S. Escasinas**, Job Order Worker (Encoder) of CHED-UniFAST Billing for *first semester*, *SY 2021-2022* c/o Office of the Dean of Students (ODS), have rendered and facilitated the services and performs other functions assigned by the Dean of Students for the period of <u>February 2-28, 2022</u>.

The undersigned, therefore, accepts the accomplished job as inspected with satisfactory rating.

Done this 14th day of February 2022 at VSU, Visca, Baybay City, Leyte.

MANOLO B. LORETO, JR.
Dean of Student



DAILY TIME RECORD JOB ORDER

Name:

Ms. Gilly Mae S. Escasinas

Position:

Encoder

For the Period:

February 2-28, 2022

Date	Mo	rning	Signature	Afte	ernoon	Signature		
	In	Out		In	Out			
1								
2	8:00	12:00	Egmang.	1:00	T:10	Chacleh		
3	7:57	12:00	Comary.	1:00	1:00	Comace.		
4	8:00	12:00	Amark.	1:00	1:00	Comarily.		
5			0 0			Quad.		
6						The state of the s		
7	8:00	12:00	Emack.	1:00	4:00	Graces.		
8	7:58	12:00	Emack.	1:00	1:00	emay.		
9	8:00	12:00	Ghair.	1:00	1:00	Gray.		
10	8: 12	12:00	Emack.	1:00	1:00	Chrow.		
11	8:05	12: m	Gray.	1:00	1:00	Charles.		
12			0 0			0. 0		
13								
14	7:45	12:00	emay.	1:00	1:00	Comaco.		
15	8:00	12:00	Email.	1:00	1:00	Gmay.		
16	8:00	12:00	Grant.	1:00	V:00	Emay.		
17	8;00	12:00	Compact.	1:00	1:00	Corract.		
18	8:00	12:00	Gracef.	1:00	V:00	Emay.		
19			0 0			0 0		
20								
21	8:00	12:00	Emay.	1:00	5:00	emach.		
22	8:00	12:00	Grace.	1:00	V:00	Email.		
23	8:00	12:00	Grace.	1:00	5:00	Emay.		
24	8:00	16:00	Gray.	1:00	1:00	Graef.		
25			0 - 0			0 0		
26				1				
27								
28	8:00	12:00	Gracef.	1:00	J:00	Grack.		
29			0 0			9.00		
30								
31								
TOTAL	18	days			•			

Certified Correct:

MANOLO B. LORETO, JR.

Immediate Superior