


OBLIGATION REQUEST AND STATUS				No.: MOOE 02-101101-2021-12
VISAYAS STATE UNIVERSITY				Date: December 6, 2021
Visca, Baybay City, Leyte				Fund: GF
Payee:	David Noessa C.			
Office:	Department of Forest Science			
Address:	Visca, Baybay City, Leyte			
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
DFS	December 1-15, 2021 PAYROLL	301000000	5021299000	6,087.00
Total				6,087.00
A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal.		B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above.		
Signature:  Printed Name: Anatolio N. Polinar Position: Head, DFS		ALICIA M. FLORES OIC HEAD, BUDGET OFFICE		
Date	December 6, 2021			
STATUS OF OBLIGATION				
Reference		Amount		
Date	Particulars	Obligation	Payment	Not Yet Due
	obligation	6,087.00		6,087.00
Totals				

December 1-15, 2021

AMOUNT	SIGNATURE
5,987.40	
-	
-	
-	
-	
5,987.40	

RDO E. TULIN
RESIDENTse names appears above
site his/her names.Y. ATUPAN
DIVISION

**GENERAL PAYROLL
JOB ORDER
ACCOUNTING DIVISION**

We acknowledge receipt of the sum show opposite our names as full compensation for services rendered.

December 1-15, 2021

N A M E	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)			
1) David, Noessa C.	553.40	11.00	GF-MOOE	6,087.40	100.00					5,987.40	
										-	
										-	
										-	
										-	
TOTAL				6,087.40	100.00	-	-	-	-	5,987.40	

CERTIFIED: Services have been duly rendered as stated.

APPROVED FOR PAYMENT:

ANATOLIO N. POLINAR
HEAD, DEPARTMENT

EDGARDO E. TULIN
PRESIDENT

CERTIFIED: Funds available in the amount of 6,087.40

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























NICK FREDDY R. BELLO
OIC HEAD, ACCOUNTING DIVISION

QUEEN-EVER Y. ATUPAN
HEAD, CASH DIVISION


DAILY TIME RECORD

JOB ORDER

Name: Noelva C. David
 Position: Office Clerk
 For the Period: December 1-15, 2021

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	7:56	12:05		12:59	5:11	
2	7:56	12:03		12:57	5:00	
3	7:59	12:00		12:56	5:03	
4	SATURDAY					
5	SUNDAY					
6	7:56	12:00		12:53	5:05	
7	8:00	12:01		12:56	5:00	
8	7:59	12:00		12:57	5:03	
9	7:56	12:03		12:58	5:10	
10	7:53	12:00		12:56	5:00	
11	SATURDAY					
12	SUNDAY					
13	7:58	12:01		12:55	5:01	
14	7:53	12:05		12:59	5:00	
15	8:00	12:02		12:56	5:10	
16						
17						
18	SATURDAY					
19	SUNDAY					
20						
21						
22						
23						
24						
25	SATURDAY					
26	SUNDAY					
27						
28						
29						
30						
31						
TOTAL	11	days				

Certified Correct:


 Immediate Superior



ACCOMPLISHMENT REPORT

December 1-15, 2021

1. Prepares/Types/Releases, IPCR's, OPCR's communications, requests, recommendations, certifications, forms, and other related matters.
2. Prepares/Types financial matter, Accomplishment Reports, and other related matters.
3. Coordinates/Facilitates other needs of the college/department faculty, staff
4. and students.
5. Receives/Sorts/Files/Retrieves incoming and outgoing communications in instruction.
6. Receives/Responds/Relays telephone calls.
7. Serves as dDRC of DFS in relation to the implementation of ISO 9001:2015
8. Does other work as assigned and requested by the college dean/department head, faculty, staff and students.
9. Helps disinfects CFES Building.

Submitted By:


NOESSA C. DAVID
Clerk

Noted:


ANATOLIO N. POLINAR
Head, DFS



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-

Ms. NOESSA C. DAVID (Single), of legal age, Filipino and with residence and postal address at 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 contracts the services of the SECOND PARTY Clerk & dDRC to perform the functions and deliver the following outputs as follows:

Ms. NOESSA C. DAVID:

1. Prepares/types/releases, IPCR's, OPCR's communications, requests, recommendations, certifications, forms, and other related matters;
2. Prepares/types financial documents, Accomplishment Reports, and other related documents;
3. Coordinates/facilitates other needs of the department faculty, staff and students;
4. Receives/sorts/files/retrieves incoming and outgoing communications in the department;
5. Receives/responds/relays telephone calls to faculty and staff concerned;
6. Serves as dDRC on ISO 9001:2015 implementation for DFS.
7. Performs other work as assigned and requested by the department head, faculty, staff and students.

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 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 **22 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 Five Hundred Fifty-Three Pesos and Forty Centavos (P553.40) per day inclusive of ten percent (10%) premium.

THAT the 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 payments will be charged to GAA;

THAT this contract shall take effect July 1, 2021 until December 31, 2021 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 quantity of the outputs delivered by the Job Order Worker for the period they were under contract of service by the university.

That the effectivity of this contract of services shall be subject to availability of funds and shall be deemed automatically terminated should the source of funds where this contract is charged is already depleted.


Confidentiality Clause: The SECOND PARTY is required to turn-over the data 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.

This contract of service may also be terminated by the first party before the end of the stipulated term when the services is no longer needed or whenever the second party violates rules and regulations of the university or for unsatisfactory performance of the task assigned.

IN WITNESS THEREOF, the parties have hereto set their hands this 05 JUL 2021
_____ at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY
Baybay City


By:



EDGARDO E. TULIN
President
(First Party)


NOESSA C. DAVID
(Second Party)

Signed in the presence of:

1. 
ANATOLIO N. POLINAR
Head, DFS

2. 
MYRNA S. PANCITO
Head, Budget Office

3. 
JENNIFER E. ANDO
OIC Head, RSPPRO

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

05 JUL 2021

BEFORE ME, a Notary Public for and in the City of Baybay, Leyte, Philippines, this ____th day of _____, 2021, personally appeared Dr. Edgardo E. Tulin with VSU ID No. V000522, Noessa C. David with Philhealth ID No. 132503677923, known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their voluntary act and deed, as well as the parties hereto.

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

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Book No. LXXIII
Series of 2021


ATTY. RYSAN C. GUINOCOR

~~Notary Public~~
~~Notary Public~~
PTR No. 5069132-Baybay, Leyte-1/12/2021
IBP No. 134491-Tacloban City-12/11/2020
Roll of Attorneys No. 57467
MCLE No. VI-0003619-04/14/2022
Visca, Baybay City, Leyte









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