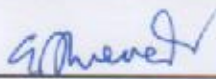


OBLIGATION REQUEST AND STATUS VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte			No.: 02-101101-2022-03			
			Date: March 23, 2022			
			Fund: GF			
Payee:	MARIA TERESITA D. MECAIRAN					
Office:	DoPAC					
Address:	VSU, Visca, Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
DoPAC	TO PAYMENT FOR SERVICES RENDERED March 1-31, 2022			8,301.00		
	Total			8,301.00		
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	Not Yet Due	Due and Demandable
		02-101101-2022-03	8,301.00		8,301.00	
		Totals	8,301.00		8,301.00	

DAILY TIME RECORD

JOB ORDER

Name: MARIA TERESITA D. MECAIRAN
 Position: JO-Adm. Aide
 For the Period: March 1-31, 2022

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	7:40	12:10	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
2	7:45	12:10	<i>[Signature]</i>	1:00	5:30	<i>[Signature]</i>
3	8:00	12:10	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
4	7:55	12:10	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
5	SATURDAY					
6	SUNDAY					
7	DAY-OFF					
8	7:55	12:10	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
9	7:55	12:10	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
10	8:00	12:10	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
11	7:55	12:10	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
12	SATURDAY					
13	SUNDAY					
14	7:55	12:10	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
15	8:00	12:10	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
16	8:00	12:10	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
17	8:00	12:10	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
18	DAY-OFF					
19	SATURDAY					
20	SUNDAY					
21	8:00	12:10	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
22	8:00	12:10	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
23	DAY-OFF					
24	8:00	12:10	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
25						
26	SATURDAY					
27	SUNDAY					
28						
29	DAY-OFF					
30						
31						
TOTAL						<i>[Signature]</i>

Certified Correct:

[Signature]
ELIZABETH S. QUEVEDO, RCh. PhD
 Head, DoPAC



ACCOMPLISHMENT REPORT

March
~~February~~ 1-31, 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 from the faculty;
3. Maintained cleanliness and orderliness of the office reception area;;
4. 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:

RECEIVED
21 JAN 2022

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 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 **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 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 fifteen (15) 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 (Php553.40) per day inclusive of up to percent (10%) premium. 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 **GENERAL FUND**; H6

THAT this contract shall take effect January 10, 2022 until June 30, 2022 and may be renewed only upon recommendation of the head of the unit/department/office, duly supported

just

of Theresa

Maria Teresita

af

af

with a copy of an evaluation report as to the quality of services rendered. The outputs delivered by the Job Order Worker for the period they were under contract of service by the university.

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.

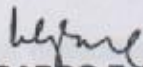
THAT this contract of service may also be terminated by the FIRST PARTY before the end of the stipulated term when the services is no longer needed or whenever the SECOND PARTY violates rules and regulations of the university or for unsatisfactory performance of the task assigned.

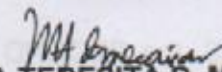
THAT this agreement will not in any manner result to any employer-employee relationship between the parties.

IN WITNESS THEREOF, the parties have hereto set their hands this 02 day of FEB 2022, 2022 at Baybay City, Leyte, Philippines.

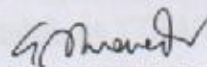

VISAYAS STATE UNIVERSITY
Baybay City

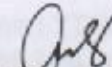
By:


EDGARDO E. TULIN
President
(First Party)


MARIA TERESITA D. MECAIRAN
(Second Party)

Signed in the presence of:

1. 
ELIZABETH S. QUEVEDO
(DoPAC Head)
3. 
JENNIFER E. ANDO
OIC Head, OHRSPPR

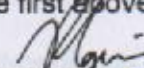
2. 
ALICIA M. FLORES
OIC Head, Budget Office

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

BEFORE ME, a Notary Public for and in the City of Baybay, Leyte, Philippines, this 02 day of FEB, 2022, personally appeared Dr. Edgardo E. Tulin with VSU ID No. V000522 and Maria Teresita D. Mecairan with valid PRC ID No. 13-05007850-3, 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.

Doc. No. 379
Page no. 04
Book No. 7850
Series of 7850


ATTY. RYSAN C. GUINOCOR

Notary Public
Until June 30, 2021
PTR No. 5069132-Baybay, Leyte-1/12/2021
IBP No. 134491-Tadoban City-12/11/2020
Roll of Attorneys No. 57467
MCLE No. VI-0007519-04/14/2022
Visca, Baybay City, Leyte

DEPARTMENT OF PURE OF PURE APPLIED CHEMISTRY

March
February 1-31, 2022

CERTIFIED: Services have been duly rendered as stated.

PRESIDENT

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

HEAD, CASH DIVISION