



VISAYAS
STATE UNIVERSITY

EXTENSION
OFFICE

ACCOMPLISHMENT REPORT

April 5, 9 & 26, 2025

1. Assisted in preparing for the VSU Tanglaw Nomination.
2. Drafted the proposed revisions of procedure manual #1,4&5 forms that are related to extension office.
3. Draft the forms that do not yet have an Operational Definition of Terms in connection with Extension Forms.
4. Consolidated the 1st Quarterly Accomplishment report for Physical Accomplishments.
5. Preparing the needed materials/documents for Farmer's and Fisherfolk's Day and UGMAD Awarding.


Submitted By:


MARIANNE JOYCE D. GALLEGO
Science Aide / dDRC

Recommending Approval


CATHERINE C. ARRADAZA
Director

Approved


SANTIAGO T. PEÑA, JR.
Vice President for Research, Extension and, Innovation

EXTENSION OFFICE

Visayas State University, Baybay City, Leyte
Email: extension@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1085



Management
System
ISO 9001:2015
www.tuv.com
ID: 9108658749



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FM-VSU-13
V06 01-23-2025
No. 25-214-EXT



Date: April 3, 2025

REQUEST TO RENDER OVERTIME

The President

Thru: The Vice President for Administration and Finance

This is to request for service of the following personnel:

| Name of Regular/Casual Employee(s) | Date(s) | Job(s) to be Accomplished per Employee |
|------------------------------------|-------------------|--|
| Cuevas, Ganessa Rose G. | April 5, 2025 | <ul style="list-style-type: none"> To organize resource person's accommodation, his expected time and day of arrival, as well as the details of his entourage, prepare his bionote for the event program and other important information or special requests for his participation. |
| | April 26-27, 2025 | <ul style="list-style-type: none"> To facilitate in the finalization of videos and other IEC materials for Farmers & Fisherfolks' Day 2025. Preparation of all documents and other paraphernalia for FFD 2025. |
| Nayre, Shirley T. | April 26-27, 2025 | <ul style="list-style-type: none"> Preparation of all documents for FFD 2025 like cutting of meals & assists in making & laminating IDs for working committees and prepare other paraphernalia in preparation for FFD on April 29, 2025. |
| Gallego, Marianne Joyce D. | April 5, 2025 | <ul style="list-style-type: none"> VSU Tanglaw Nomination - Assistance Requested (Section 1.6 Training Workshop) - Expected timeline for the inputs is on April 7, 2025. Drafting the propose revisions of Procedure Manual #1, 4 & 5 and formats of Forms (Target to present: 2nd and 3rd week of April) Consolidate the received 1st Quarterly Report for Physical |
| | April 9, 2025 | |

This form should be filled up in 3 copies: 1 OVPAF; 1 UDRRMSSO; 1 Requesting Office

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

Visayas State University, PQWW+RJM, Baybay City, Leyte

Email: ovpaf@vsu.edu.ph

Website: www.vsu.edu.ph


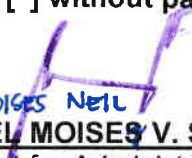
Phone: +63 53 565 0600; Local 1002

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FM-OAF-01

V03 04-04-2024

No. 25-160-EXT 444F-1001-25-138

| | | |
|--|--|---|
| | April 26, 2015 | Accomplishment submission to OVPPRGAS <ul style="list-style-type: none"> Do/prepares needed materials/documents for Farmer's and Fisherfolks' Day and UGMAD Awarding |
| Requested by:  CATHERINE C. ARRADAZA <i>Name & Signature</i> <u>Office Head</u> Director <u>Extension Office</u> Office | Approved by: <input type="checkbox"/> with pay <input type="checkbox"/> without pay  Change to CTO MOISES NEIL NIEL MOISES V. SERINO <i>Vice President for Administration and Finance</i> | |

Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.
Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.



VISAYAS
STATE UNIVERSITY

EXTENSION
OFFICE

ACCOMPLISHMENT REPORT

April 23, 2025
(06:00 pm – 11:00pm)

1. Revisions of the forms as per comments and suggestions and drafted proposal (new) forms to simplify the content and the submission of the documents for the necessary reports.
2. Draft the forms that do not yet have an Operational Definition of Terms in connection with Extension Forms.


Submitted By:


MARIANNE JOYCE D. GALLEGO
Science Aide / dDRC

Recommending Approval


CATHERINE C. ARRADAZA
Director

Approved


SANTIAGO T. PEÑA, JR.
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V06 01-23-2025
No. 25-212-EXT

ROUTING NOTE

Date: 05/07/25

To: Dr. Moises Niel V. Serino

Office/Unit: OVPAF
FOR:

- ☐ For Signature
☐ Immediate Action
☐ For Record File

- ☐ For **RETURN**
☐ Lacking Documents
☒ Information

REMARKS:

This is to inform your good office that we forgot to process Ms. Gallego's overtime last April 23, 2025 due to number of workloads in preparation of FFD.

I hope for your favorable consideration to this request.

Thank you and God Bless.

DR. CATHERINE C. ARRADAZA
Director for Extension Office

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Requested by:

CATHERINE C. ARRADAZA

Name & Signature

Office Head

Director

Extension Office

Office

Approved by:

☐ with pay ☐ without pay

MOISES NIEL V. SERINO

Vice President for Administration and Finance

*Change to CTO / saving if available
but received this request late so please
check with accounting rules.*

**OFFICE OF THE VICE PRESIDENT FOR
ADMINISTRATION AND
FINANCE**

Date: April 23, 2025

UNDER OVERTIME
and Finance

personnel:

| (s) | Job(s) to be Accomplished per Employee |
|------|---|
| 2025 | 1. Drafting the Operational Definition of Terms for the Procedure Manual Forms in connection with the Extension Process flow. |
| -) | 2. Revise the Procedure Manual forms with comments and suggestions. |



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V03 04-04-2024

No. 25-205-EXT OVPAF-Ret-25-153