



CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

Fill up the required listed forms & gather your documents in order of the checklist & submit to our office on or before _____ . Please submit the checked ☒ items.

Type of Appointment:

☐ New Appointment ☐ Renewal ☐ Promotion ☐ Others

Name of Appointee: REYNAND CORPUZ
 Office/Unit/Department: DEPARTMENT OF PURE AND APPLIED CHEMISTRY

I. Government forms for completion:

- ☒ 1 Personal Data Sheet -PDS CSC Form 212 (Revised 2017) w/ 2 ID picture (latest)
 Note: If this PDS form is generated in ecopy, it must be in the long size bond paper, in 4 pages with 2 sheets (attach work experience sheet) in 2 copies
- ☐ 2 Position Description Form (PDF) in 2 copies
 Note: Must be signed by the head of office
- ☐ 3 Oath of Office in 2 copies
 Note: Signed by the Head of Agency
- ☐ 4 Certificate of Nepotism in 2 copies
 Only applicable to administrative position
- ☐ 5 Certificate of Assumption to Duty in 2 copies
 Note: Must be signed by the immediate supervisor or head of office
- ☐ 6 Statement of Assets & Liabilities (SALN) in 2 copies
 Note: Must be notarized and latest SALN

REMARKS

DATE RECEIVED

II Additional documents for submission:

- ☐ 1 Approved recommendation
- ☐ 2 NBI Clearance
- ☒ 3 Medical Certificate (blood test, urinalysis, chest x-ray, drug test)
- ☐ 4 Clearance (for transferee)
- ☐ 5 Performance Rating (IPCR)
☐ for promotion (2 rating periods)
☐ for transferee (latest rating period)
- ☐ 6 Approved transfer (for transferee)
- ☐ 7 Certification of leave credit balance (for transferee)
- ☐ 8 Service Record (for transferee)
- ☐ 9 NEURO EXAM (for Sec. Guards & new hired only)
- ☒ 10 TOR and DIPLOMA with original or authenticated copy from school in 2 copies
- ☐ 11 CSC Eligibility- (2 copies of original or authenticated copy from CSC)
- ☐ 12 License authenticated from PRC (for Security Guards, Drivers, & etc.) in 2 copies
- ☐ 13 Marriage Certificate (if applicable)
- ☒ 14 Birth Certificate (PSA)
- ☒ 15 Phil. Health No.
- ☒ 16 TIN No.
- ☒ 17 PAG-IBIG ID No.
- ☒ 18 Application Letter (Vacant position)

SIGNATURE

Verified by:

ODHRM Staff



VISAYAS

STATE UNIVERSITY

Main Campus

(Formerly Visayas State College of Agriculture and Leyte State University)

OFFICE OF THE UNIVERSITY REGISTRAR

Visca, Baybay City, Leyte 6521-A, Philippines

Phone/Fax: +63 53 563 7067; +63 53 565 0600 local 1010

Email: registrar@vsu.edu.ph

Website: www.vsu.edu.ph

OFFICIAL TRANSCRIPT OF RECORDS

PERSONAL DATA

Student Name : CORPUZ, REYNAND EDAR
Student Number : 18-1-DD443
Date of Birth : April 13, 1999
Place of Birth : Brgy. Paa, Hilongos, Leyte
Sex : Male
Religion : Roman Catholic
Citizenship : Filipino
Parent/Spouse : Mr. & Mrs. Sabiniano L. Corpuz
Address : Purok 6, Brgy. Paa, Hilongos, Leyte
Guardian :
Address :



PRELIMINARY EDUCATION

Elementary : Paa Elementary School
 Brgy. Paa, Hilongos, Leyte **Year** : 2012
Junior High School : Concepcion National High School
 Hilongos, Leyte **Year** : 2016
Senior High School : Hilongos National Vocational School
 Hilongos, Leyte **Year** : 2018
Entrance Credential : DepEd Form 138-A
 Hilongos National Vocational School
 Hilongos, Leyte

GRADING SYSTEM:

NUMERICAL RATING

ADJECTIVAL RATING

EQUIVALENT ALPHABETIC RATING

1.00	Excellent	A
1.25	Highly Outstanding	A+
1.50	Outstanding	A-
1.75	Very Good	B
2.00	Good	B+
2.25	Very Satisfactory	B-
2.50	Satisfactory	C
2.75	Fair	C+
3.00	Passing	C-
5.00	Failure	F

S - Satisfactory
 U - Unsatisfactory
 Au - Audit (No credit)

Inc - Incomplete
 DR - Dropped

One unit of credit is one hour lecture or recitation or three hours of laboratory work, drafting or shop work each week for the period of a complete semester.

The semester average of a student is computed by multiplying the number of units assigned to a course by the grade earned and the product divided by the total units earned for the semester.

Note: This transcript is considered original when it bears the seal of the University and the original signature of the University Registrar. Any erasure or alteration made on this copy renders the whole transcript invalid.



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OFFICIAL TRANSCRIPT OF RECORDS

VISAYAS STATE UNIVERSITY, Visca, Baybay City, Leyte

18-1-00443 : CORPUZ, REYNAND EDAR

: Bachelor of Science in Chemistry (BSChem)

Course No.	Descriptive Title	Grade	Credit
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First Semester, SY 2018 - 2019

Chem 115	PRINCIPLES OF CHEMISTRY (Lecture)	2.25	3.0
Chem 115.2	PRINCIPLES OF CHEMISTRY (Laboratory)	2.00	2.0
Math 105n	MATH ANALYSIS 1 (differential calculus)	2.25	3.0
ScSc 11n	UNDERSTANDING THE SELF	1.25	3.0
ScSc 12n	READINGS IN PHILIPPINE HISTORY	1.25	3.0
NSTP 11c	CIVIC WELFARE TRAINING SERVICE (CWTS)	1.25	3.0
Serial No. : C-08-043835-19			
PhEd 11n	MOVEMENT ENHANCEMENT	1.25	2.0

Second Semester, SY 2018 - 2019

Chem 117	INORGANIC CHEMISTRY 1 (Lecture)	2.50	3.0
Chem 117.1	INORGANIC CHEMISTRY 1 (Laboratory)	2.50	1.0
Humn 11	ART APPRECIATION	1.25	3.0
Math 106n	MATH ANALYSIS 2 (INTEGRAL CALCULUS)	1.75	3.0
Phys 31	MECHANICS, ELECTRICITY AND MAGNETISM	1.50	4.0
ScTS 11	SCIENCE, TECHNOLOGY AND SOCIETY	1.25	3.0
NSTP 12c	CIVIC WELFARE TRAINING SERVICE (CWTS)	1.75	3.0
Serial No. : C-08-043835-19			
PhEd 12n	FITNESS EXERCISE	1.25	2.0

First Semester, SY 2019 - 2020

Chem 127.2	ORGANIC CHEMISTRY I (Laboratory)	1.75	2.0
Chem 127n	ORGANIC CHEMISTRY I (Lecture)	1.00	3.0
Chem 147	ANALYTICAL CHEMISTRY 1 (Lecture)	1.75	3.0
Chem 147.1	ANALYTICAL CHEMISTRY 1 (Laboratory)	1.50	2.0
Comm 11	PURPOSIVE COMMUNICATION	1.50	3.0
Math 11n	MATHEMATICS IN THE MODERN WORLD	1.50	3.0
Phys 32	WAVE MECHANICS AND OPTICS	1.50	4.0
PhEd 13n	PHYSICAL ACTIVITIES TOWARDS HEALTH AND FITNESS I	1.50	2.0

Second Semester, SY 2019 - 2020

Chem 128	ORGANIC CHEMISTR 2 (Lecture)	1.00	3.0
Chem 128.2	ORGANIC CHEMISTRY 2 (Laboratory)	1.50	2.0
Chem 148.2	ANALYTICAL CHEMISTRY 2 (Laboratory)	1.50	2.0
Chem 148n	ANALYTICAL CHEMISTRY 2 (Lecture)	1.75	3.0
Chem 157	PHYSICAL CHEMISTRY 1 (Lecture)	2.25	3.0
Chem 157.1	PHYSICAL CHEMISTRY 1 (Laboratory)	1.75	1.0
Phlo 11	ETHICS	1.50	3.0
ScSc 13n	THE CONTEMPORARY WORLD	1.50	3.0
PhEd 14n	PHYSICAL ACTIVITIES TOWARDS HEALTH AND FITNESS 2	1.75	2.0

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VISAYAS STATE UNIVERSITY, Visca, Baybay City, Leyte

18-1-00443 : CORPUZ, REYNAND EDAR

: Bachelor of Science in Chemistry (BSChem)

Course No.	Descriptive Title	Grade	Credit
First Semester, SY 2020 - 2021			
Chem 137	BIOCHEMISTRY 1 (Lecture)	2.00	3.0
Chem 137.2	BIOCHEMISTRY 1 (Laboratory)	1.75	2.0
Chem 149.1	ANALYTICAL CHEMISTRY 3 (Laboratory)	1.25	1.0
Chem 149n	ANALYTICAL CHEMISTRY 3 (Lecture)	1.50	3.0
Chem 158	Physical Chemistry 2 (Lecture)	1.75	3.0
Chem 158.1	Physical Chemistry 2 (Laboratory)	2.00	1.0
Envi 11	ENVIRONMENTAL SCIENCE	1.25	3.0

Second Semester, SY 2020 - 2021

Chem 138	BIOCHEMISTRY 2 (Lecture)	1.75	3.0
Chem 138.1	BIOCHEMISTRY 2 (Laboratory)	1.25	1.0
Chem 159	PHYSICAL CHEMISTRY 3	2.25	3.0
Chem 200a1	THESIS 1 (PROPOSAL WRITING)	1.50	1.0
ITec 11	LIVING IN THE IT ERA	1.25	3.0
ScSc 16	LIFE AND WORKS OF RIZAL	1.50	3.0

First Semester, SY 2021 - 2022

Chem 118	INORGANIC CHEMISTRY II (LECTURE)	1.50	3.0
CHEM 118.1	INORGANIC CHEMISTRY II (LABORATORY)	1.25	1.0
Chem 123	NATURAL PRODUCTS CHEMISTRY	1.25	3.0
Chem 124	MOLECULAR SPECTROSCOPY	1.50	3.0
CHEM 191	INORGANIC CHEMISTRY C3	1.00	1.0
CHEM 192	ORGANIC CHEMISTRY C3	1.25	1.0
CHEM 200a2	THESIS 2 (EXPERIMENTATION)	1.50	1.0
Chem 200b.3	PROFESSIONAL ENGAGEMENT	1.50	3.0
Entr 11	THE ENTREPRENEURIAL MIND	1.50	3.0

Second Semester, SY 2021 - 2022

Chem 193	BIOCHEMISTRY C3	2.50	1.0
Chem 194	ANALYTICAL CHEMISTRY C3	2.25	1.0
Chem 195n	PHYSICAL CHEMISTRY C3	2.25	1.0
Chem 200a3	THESIS 3 (MANUSCRIPT PREPARATION AND DEFENSE)	1.25	1.0

Thesis: LEVELS OF CADMIUM (Cd) AND LEAD (Pb) IN THE WATERS OF SALOG RIVER, HILONGOS, LEYTE

Graduated Cum Laude on August 12, 2022 with the degree of Bachelor of Science in Chemistry (BSChem) as per VSU Board of Regents Resolution No. 65, s. 2022 dated August 3, 2022.

< any entry below this line is null and void >

Doc.Stamp Paid P30.00

REMARKS : FOR EMPLOYMENT

DATE ISSUED : October 06, 2022

MEDICAL CERTIFICATE
(For Employment)

INSTRUCTIONS

- a. This medical certificate should be accomplished by a licensed government physician.
b. Attach this certificate to original appointment, transfer and reemployment.
c. The results of the following pre-employment medical/physical/psychological must be attached to this form:

- ☒ Blood Test
☒ Urinalysis
☒ Chest X-Ray
☒ Drug Test
☐ Psychological Test
☐ Neuro-Psychiatric Examination (if applicable)

FOR THE PROPOSED APPOINTEE

NAME (Last Name, First Name, Name Extension (if any) and Middle Name) <i>Cordova, Virginia</i>			AGENCY / ADDRESS <i>DoPAC</i>
ADDRESS <i>Bray. Para Hilongos, Leyte</i>			
AGE <i>23</i>	SEX <i>M</i>	CIVIL STATUS <i>Single</i>	PROPOSED POSITION <i>Part-time Instructor</i>

FOR THE LICENSED GOVERNMENT PHYSICIAN

<i>I hereby certify that I have reviewed and evaluated the attached examination results, personally examined the above named individual and found him/her to be physically and medically <input checked="" type="checkbox"/> FIT / <input type="checkbox"/> UNFIT for employment.</i>			
SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PHYSICIAN: <i>Mary Ann S. Guro</i>		OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE	
AGENCY/Affiliation of Licensed Government Physician:			
LICENSE NO.	HEIGHT (M) Bare Foot <i>160.2</i>	WEIGHT (KG) Stripped <i>50.1</i>	BLOOD TYPE
OFFICIAL DESIGNATION	DATE EXAMINED <i>9-5-24</i>		



CONTRACT FOR TEACHING SERVICES
(Job Order Status)

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into by and between:

The **VISAYAS STATE UNIVERSITY (VSU)**, 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. 9473, with principal office at Baybay City, Leyte, duly represented by its President, **DR. EDGARDO E. TULIN**, hereinafter referred to as the **FIRST PARTY**;

and-

REYNAND E. CORPUZ of legal age, male, Filipino and residing at Brgy. Paa, Hilongs, Leyte, hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the **FIRST PARTY** is in need of one with the desired expertise who will teach subjects Chem 132.3; Chem 130.2; Chem 120.1; Chem 121.1; Chem 113.1 ScTs 11 at the Department of Pure and Applied Chemistry, VSU, Baybay, Leyte during the 1st Semester, SY 2022-2023 at P156.00 per hour for BS degree/ P207.70 per hour for MS degree/ P308.44 per hour for PhD degree of actual teaching service, the total amount received for one month should not exceed the monthly salary of an equivalent regular position of Instructor I, plus preparation pay per subject of not more than four (4) different courses/subjects for lecture and laboratory;

WHEREAS, the **SECOND PARTY** possesses the needed expertise to undertake the aforementioned job and is willing to be paid on a per hour basis;

Now, THEREFORE, premises considered, the parties hereto have hereby agreed as they have agreed under the terms and conditions, as follows:

THAT the **SECOND PARTY** hereby undertakes the aforementioned job under the direct supervision of the **FIRST PARTY** or duly authorized representative, particularly to perform the teaching services of the courses assigned to her/him during the 1st Semester SY 2022-2023 but not limited to the following:

1. Conduct classes as scheduled.
2. Introduce various strategies to enhance the learnings of his/her students.
3. Apply/conduct applicable modes of assessment of the learnings gained by his/her students from his/her classes i.e. examination (mid/final/long hours/quizzes), maintain class records, correct and return these assessment/test papers to students.
4. Perform other tasks assigned by the Department Head and the College Dean to facilitate the effective delivery of teaching functions.
5. Attend to student queries even outside class schedule.
6. Submit grades and turn over class records to the Department Head or to a designated faculty member two weeks after the final examination. In case of INC grades, thoroughly orient the faculty accepting the academic responsibility as to when and how the students can complete their grades.
7. Pass clearance after the end of the contract.

1. The total number of hours to be paid per semester shall not exceed the maximum contact hours of
 - a. her/his teaching load for the 1st semester of SY 2022-2023 plus the number of hours spent in participating in the Faculty Onboarding on September 5-8, 2022 and Orientation of Newly-Hired Faculty on September 8-9, 2022, as certified by the University Registrar and Director of Instruction and Evaluation, respectively. Proof of attendance to the above activities shall be attached.
 - b. Monthly payment shall be supported with the Daily Time Record (DTR) and accomplishment report of the performance by the SECOND PARTY certified by the Department Head of all the mandated teaching jobs. This applies to both conduct of face-to-face and on-line classes.
 - c. Last month's salary shall likewise be supported with a certification from the Department Head that the SECOND PARTY complied with his/her teaching functions in the preceding paragraph, sub. par. 6 to 7 re: submission of grades, class records and clearance to the Department Head.
 - d. Preparation pay to be released at the last month of the semester. The computation for the preparation pay will be as follows:

For lecture subjects:

Preparation pay = number of class preparations x .33 x rate per subject/semester

For laboratory subjects:

Preparation pay = number of class preparations x .11 x rate per subject/semester

THAT the SECOND PARTY is required to attend/participate orientation and various webinars and teaching activities conducted/spearheaded by the university to improve their teaching competencies.

THAT in the event the SECOND PARTY pre-terminates this contract without reasonable cause he shall be made to pay a penalty of Fifty Thousand Pesos (P50,000.00) without prejudice to filing a case against him for breach of contract.

THAT the SECOND PARTY is required to turn-over all class records, data, learning 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.

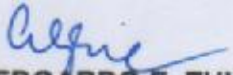
THAT the SECOND PARTY should also adhere to existing rules and regulations of the University.

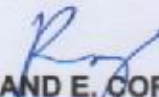
THAT this agreement will not in any manner result to any employer-employee relationship between the parties.

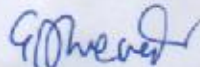
24 OCT 2022

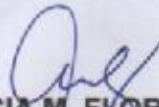
IN WITNESS WHEREOF, we have hereunto affixed our signatures this ____ day of _____, 202__, at Baybay City, Leyte, Philippines.

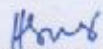
By:


EDGARDO E. TULIN
University President
First Party


REYNAND E. CORPUZ
(Second Party)


ELIZABETH S. QUEVEDO
Dept. Head


ALICIA M. FLORES
Head, Budget Office


HONEY SOFIA V. COLIS
OIC Director, ODHRM


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


BEFORE ME, this _____ day of 24 OCT 2022, personally appeared Dr. Edgardo E. Tulin with valid w/ valid ID No. V0000522 and Reynand E. Corpuz with valid ID No. _____ known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed.

This instrument consisting of two pages including this acknowledgment has been signed by the parties and their witnesses and sealed with my notarial seal.

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

Doc. No. 1924
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Book No. XCVIII
Series of 2022


Notary Public
Until December 31, 2023
TR No. 6588834- Baybay, Leyte- 1/18/2022
IBP No. 177903- Tacloban City- 02/11/2022
Roll of Attorneys No. 57467
MCLE No. VII-0022195- 04/14/2022

- 
1. Conduct classes as scheduled
 2. Provide correct analogies to enhance the learning of higher students
 3. Approve and explain the results of assessment of the learning gained by higher students from higher classes (e.g. explanation, multiple choice, short-answer, matching, essay, etc.)
 4. Provide other tasks assigned by the Department Head and the College Dean to facilitate the effective delivery of teaching services.
 5. Attend to student queries even outside class schedule
 6. Submit grades and test over class records to the Department Head or to a designated faculty member two weeks after the final examination. In case of R/C grades, immediately submit the faculty certifying the students' responsibility in when and how the students can complete their grades.
 7. Participate after the end of the contract.
- 