



DEPARTMENT OF PURE AND APPLIED CHEMISTRY

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 053-563-7747 Email: dopac@vsu.edu.ph Website: www.vsu.edu.ph

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-

GLYDEL T. BENGALAN of legal age, female, Filipino and residing at Brgy. Patag. Baybay City, 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 120; Chem 120.1; Chem 121.1; Chem 130.2; Chem 110.1 and Chem 11 at the Department of Pure and Applied Chemistry, VSU, Baybay, Leyte 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 finish the grades of the subjects assigned to her/him during the 1st Semester SY 2022-2023 but not limited to the following:

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:

- Conduct classes as scheduled.
- 2. Introduce various strategies to enhance the learnings of his/her students.
- 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.
- Perform other tasks assigned by the Department Head and the College Dean to facilitate the effective delivery of teaching functions.
- Attend to student queries even outside class schedule.
- 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.

of many

- 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.

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) GLYDEL T BENGALAN (Second Party) Signed in the presence of:

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	ns who executed the foregoing
This instrument consisting of three (3) pages including to signed by the parties and their witnesses and sealed with my note.	
WITNESS MY HAND AND SEAL on the date and place fir	st above written.
The Plant of the State of the S	Notary Public
Doc. No Page No Book No Series of	



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	e, First Name, Name Extension	(if any) and Middle Name)	AGENCY / ADDRESS
	Mengalor.	alydel	
Potter, (D)	aulany City, 1		
AGE	SEX	ceyte CIVIL STATUS	PROPOSED POSITION
22	temare	Single	

FOR THE LICENSED GOVERNMENT PHYSICIAN

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 DETT / DUNFIT for employment.

SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PHYSICIAN:	OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE		
AGENCY/Affiliation of Licensed Government Physician:			
LICENSE NO.	HEIGHT (M) Bare Foot	WEIGHT (KG) Stripped	BLOOD
OFFICIAL DESIGNATION		Stripped 53.1	

(Copy for OCRG) REMARKS/ANNOTATION PURSUANT TO THE DECISION RENDERED BY CCR NOEL V. MANAGBANAG DATED OCTOBER 20, 2800 AND AFFIRMED BY CRG UNDER OCRG NO. 08 0551632, THE CHILD'S MIDDLE NAME AND MOTHER'S LAST NAME ARE HEREBY CORRECTED FROM "HORTELANO" TO "TERO". AND THE PARENTS' DATE AND PLACE OF MARRIAGE ARE LIKEWISE CORRECTED FROM "MARCH 7, 1995 / PATAG, BAYBAY, LEYTE" TO "OCTOBER 3, 1989 / MANILA". January 08, 2009 % OFFICE OF THE CIVIL REGISTRAN GENERAL CERTIFICATE OF LIVE BIRTH-City/Municipa J. NAME BUSCALAF DATE OF BIRTH 2. SEX H d WEIGHT AT BERTH 3,140 NAME 0110717 BREEL BORTEL, DEG 7. CITIZENSHIM PERMIT 0 37085 HE 10. OCCUPATION Ŕ IZ. RESIDENCE 018 311 40 F BUSCLE 14. CITIZENSHIP PILIPRIO - " R:C. 計巴府 16. OCCUPATION BGY / GEPTOTAL MASCH 7, 1995-Pates, saybay, Leyte 19s. ATTENDANT MS. EDITHA RY ORCILLA Ouel, Document Navagement Olvéson PREPARED BY

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BEST POSSIBLE IMAGE



BReN 03708-B00P106-0

Documentary Stamp Tay Paid LISA GRACE S. BERSALES, Ph.D.

National Statistician and Civil Registrar Gener
Philippine Statistics Authority



CERTIFICATION

The person whose name and signature appear on this card is a beneficiary of the National Health Insurance Program. He/She, including his/her qualified dependents, are entitled to the benefits and privileges of the Program by virtue of Republic Act No. 7875, as amended.



ATTY. DANTE A. GIERRAN, CPA
President and Chief Executive Officer (CEO)



contact_us@bir.gov.ph

This card bears your permanent Taxpayer Identification Number (TIN).

Always indicate your TIN in all returns/documents filed with the BIR.

Issuance of TIN Card for the first time shall be free of charge. However, in case of subsequent issuance upon taxpayer's request due to loss or damage, a P100.00 fee shall be collected to cover cost of reprinting.

Report immediately to your Revenue District Officer, the loss of this card

and change of name or address.

Any person who secures and/or uses more than one TIN shall be criminally liable and shall be punishable by fine and imprisonment.

BIR Form No. 1931 January 2019 (ENCS)

August 05, 2022

Elizabeth S. Quevedo
Department Head
Department of Pure and Applied Chemistry
Visayas State University
Visca, Baybay City, Leyte, 6521

Dear Dr. Quevedo,

I am applying for the part-time instructor position at the Visayas State University Department of Pure and Applied Chemistry (VSU-DoPAC). Even though I am still a graduand, I can guarantee that I am worthy of this opportunity. I am aware that I still have a lot to learn as I am young, dynamic, and growing as an individual, but that makes me the best fitting for this job position.

In my former experiences, I have established myself to be a reliable and goal-driven individual. My involvement with different people at all levels of society has developed my communication skills and shaped my perspective in life.

I assure you that the VSU-DoPAC would benefit from my abilities in the following sectors:

- Outstanding instructional service and professionalism
- Excellent work values and interpersonal skills
- Positive attitude towards various situations

Furthermore, I am convinced that I belong in this field of work. I strongly consider that delivering relevant instructional programs could enhance the learner's ability and motivate them to strive for excellence. In my opinion, being an instructor is not just about sharing valuable information and knowledge but also about guiding and encouraging them to their highest potential. As a former student from this institution, I appreciate that the department also considers the same condition. And so, I aspired to impart my knowledge, skills, and values to achieve its mission.

It would be the best opportunity to have a thorough consultation on the part-time instructor position with you soon. I am always open to contact through my email at glydelbengalan@gmail.com or my cellphone number, +63 932 375 3369.

Thank you for your time, and I hope to hear from you regarding this job opportunity.

Sincerely,

Glydel T. Bengalan



GLYDEL T. BENGALAN

BS IN CHEMISTRY

375 3369 🖪 glydelbengalan@gmall.com 📍 Patag, Baybay City, Layte, 6521

Highly efficient, versatile, and goal-oriented individual seeking a career opportunity to acquire practical experience. I am ready to deliver outstanding service and establish uprightness and professionalism, as I am committed to adhering to the principles and guidelines of the university. I am prepared to facilitate students and devise instructional approaches for quality education. Furthermore, I can effectively communicate and adapt to any assigned environment.

EXPERIENCES

RESEARCH TRAINEE

Department of Pure and Applied Chemistry, Visayas State University (02/2018 - 04/2018)

Assigned in determining the total phenolics, total flavonoids, and radical scavenging activity of pineapple samples through the Folin-Ciocalteu method, aluminum chloride colorimetric technique and 2,2-diphenyl-1picrylhydrazyl (DPPH) assay, respectively.

BUDGET OFFICE SUMMER INTERN

Baybay City Hall (06/2019 - 07/2019)

- Conduct general departmental tasks such as photocopying, filing, and typing.
- Updating documents and maintaining records.
- Convey messages, documents, and other matters among offices and departments within the institution.

CONFERENCES

SHIMADZU ANALYTICAL CHEMISTRY TRAINING WEBINAR SERIES via ZOOM

- Fundamentals of Chromatography (04/2021)
- LC-MS and GC-MS Systems: Principles and Applications (05/2021)

EDUCATIONAL BACKGROUND

BACHELOR OF SCIENCE IN CHEMISTRY (08/2018-08/2022)

Thesis: Evaluation of Lead (Pb) and Copper (Cu) Contamination in Coastal Sediments of Brgy. Kilim, Baybay City, Leyte Visayas State University

Cum Laude

NCE, TECHNOLOGY, ENGINEERING and MATHEMATICS, SENIOR HIGH SCHOOL (06/2016-05/2018)

Research: Determination of Total Phenalics, Total Flavonoids and Antioxidant Activity of Pineapple in Ormoc City, Leyte

Visayas State University

Class Honors

JUNIOR HIGH SCHOOL (06/2012-04/2016)

Research: Effect of Carrot Extract to Sensory Properties of Pancakes

Visayas State University Laboratory High School

Class Honors

PRIMARY SCHOOL (06/2006-03/2012)

Patag Elementary School

Salutatorian

SKILLS

Interpersonal Skills
Time Management
Active Listening

Strong Integrity and Moral Values
Coordination

Computer-Related Skills: Microsoft Office (Word/Excel/Powerpoint)

REFERENCES

RONALD ARLET P. VILLABER

Instructor III, DopAC
Visayas State University
ronald.villaber@vsu.edu.ph

CANDELARIO L. CALIBO

Former Associate Professor, DoPAC

Visayas State University

clcalibo@vsu.edu.ph

MARIA ROBELYN AUREO-INSIK

Instructor I, DoPAC
Visayas State University
mariarobelyn.insik@vsu.edu.ph



Greetings!

Spinishatid 521 Lahat me and Lupon my mga Rehente at sa rehomendasyon my Be it known to all that the Board of Regents and upon the recommendation of Akademikang Ronsoho ng Unitersidad ay naggawad kay the University Academic Council has conferred upon

Glydel T. Bengalan

Cum Laude

ng titulong the degree of

Buchelor of Science in Chemistry

kalahih ang mga karahatan at pribilehiyong kaugnay nito.
with all the rights and privileges appertaining thereto.

Bilang pagpapatunay, nakatatak dito ang sagisag ng Unibersidad Intestimony whereof, the seal of the University

at any mya layda ng Pangulo at ng Kalihim ng Unibersidad. and the signatures of the President and the Secretary of the University are affixed hereunto.

Spinaghaloob sa VSM, Visca, Lungsod ng Baybay, Leyte, Filipinas ngayong ikalabindalawang anaw Given at VSU, Visca, City of Baybay, Leyte, Philippines this 12th day

ng Agosto sa teen ng eiling Bangineon, Dalawang Libo at Dalawampu? Dalawa, of August in the year of our Lord, Two Thousand and Twenty-two.

GUIRALDO C. FERNANDEZ, JR. Secretary of the University

System System (SO 2001 2010

While

President of the VSU System EDGARDO E. TULIN



Certificate of Completion

is hereby given to

GLYDEL TERO BENGALAN

in acknowledgement of his/her participation in the Shimadzu webinar entitled

"Fundamentals of Chromatography"

conducted by Shimadzu Philippines Corporation on April 22, 2021 (1.5 hr.).

LYKA V. MONSERRAT, RCh

Product Specialist
Analytical & Measuring Instruments Division
Shimadzu Philippines Corporation

Engr. ROQUE B. CASTILLO

Senior Sales Manager
Analytical & Measuring Instruments Division
Shimadzu Philippines Corporation

SPC HEAD OFFICE - MANILA
19/F Marajo Tower, 26th St., cor. 4th Avenue,
BGC, Taguig City 1834, Philippines
Phone: (02)8-869 9563 / Fax: (02)8-519 9285
E-mail: spcmanila@shimadzu.com.ph

CEBU OFFICE
Room 414, Maria Cristina Bidg., Fuente Osmeña,
Cetu City, Philippines
Phone: (032) 253-2731 / Fax: (032) 254-9316
Email: spccebu/jishimadzii/com.ph

DAVAO OFFICE
Unit 411 Landco, PDCP Condominium
Unit 411 Landco, PDCP Condominium
J.P. Laurel Avenue, Davao City, Philippinea
J.P. Laurel 820-868 / Fax: (082) 285-9921
E-mail: scottiv-ac@ahimadzu.com.ph