

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 16-31, 2021 PAYROLL	301000000	5021299000	6,087.00	
<b>Total</b>				<b>6,087.00</b>	
<b>A</b> Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal.		<b>B</b> Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above.			
Signature: _____ Printed Name: <b>Anatolio N. Polinar</b> Position: <b>Head, DFS</b>		<b>ALICIA M. FLORES</b> OIC HEAD, BUDGET OFFICE			
Date	December 6, 2021				

STATUS OF OBLIGATION				
Reference		Amount		
Date	Particulars	ORs/JEV/RCI/RADAI No.	Obligation	Due and Demandable
	obligation	MOOE 02-101101-2021-12	6,087.00	
<b>Totals</b>			<b>6,087.00</b>	

December 16-31, 2021

DATE	NET AMOUNT	SIGNATURE
	6,087.40	
	-	
	-	
	-	
	-	
	6,087.40	

RDO E. TULIN  
RESIDENT

se names appears above  
site his/her names.

Y. ATUPAN  
DIVISION

December 16-31, 2021

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

APPROVED FOR PAYMENT:

**ANATOLIO N. POLINAR**  
HEAD, DEPARTMENT

**EDGARDO E. TULIN**  
*PRESIDENT*























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

**QUEEN-EVER Y. ATUPAN**  
*HEAD, CASH DIVISION*

# DAILY TIME RECORD

## JOB ORDER

Name: NDESSA C. DAVID  
 Position: Office Clerk  
 For the Period: December 16-31, 2021

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1						
2						
3						
4	SATURDAY					
5	SUNDAY					
6						
7						
8						
9						
10						
11	SATURDAY					
12	SUNDAY					
13						
14						
15						
16	7:56	12:01		12:53	5:00	
17	8:00	12:03		12:56	5:10	
18	SATURDAY					
19	SUNDAY					
20	7:58	12:03		12:55	5:00	
21	7:56	12:00		12:56	5:10	
22	7:53	12:01		12:56	5:00	
23	8:00	12:03		12:53	5:00	
24	7:55	12:00		12:55	5:10	
25	SATURDAY					
26	SUNDAY					
27	7:51	12:01		12:56	5:00	
28	7:53	12:00		1:00	5:00	
29	7:56	12:00		1:00	5:00	
30						
31	7:57	12:05		1:00	5:00	
TOTAL	11	days				

Certified Correct:

ANATOLIO H. POLIMAN  
 Immediate Superior





## **ACCOMPLISHMENT REPORT**

**December 16-31, 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.