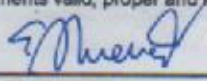


GF

Annex F

OBLIGATION REQUEST AND STATUS VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte					No.:	02-101101-2022-10	
					Date:	October 14, 2022	
					Fund:	GF	
Payee:	NOREVE JEAN M. AGAD et.al.						
Office:	DoPAC						
Address:	VSU, Visca, Baybay City, Leyte						
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount			
DoPAC	Payment for services rendered for the period covered October 1-15, 2022			14,121.30			
	Total			14,121.30			
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/RA DAI No.	Obligation	Payment	Not Yet Due	Due and Demandable	
		02-101101-2022-10	14,121.30		14,121.30		
		Totals	14,121.30		14,121.30		

DAILY TIME RECORD

JOB ORDER

Name: NOREVE JEAN M. AGAD

Position: JO-CHEM. TECHNICIAN

For the Period: October 1-15, 2022

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	SATURDAY					
2	SUNDAY					
3	7:00	11:00	-	12:00	4:00	-
4	7:39	12:00	-	1:00	5:00	-
5	8:00	12:00	-	1:00	5:00	-
6	7:35	12:00	-	1:00	5:00	-
7	7:45	12:00	-	1:00	5:00	-
8	SATURDAY					
9	SUNDAY					
10	8:00	1:00	-	2:00	5:00	-
11	7:45	1:00	-	2:00	5:00	-
12	7:50	1:00	-	2:00	5:00	-
13	7:55	1:00	-	2:00	5:00	-
14	7:45	1:00	-	2:00	5:00	-
15	SATURDAY					
16	SUNDAY					
17						
18						
19						
20						
21						
22	SATURDAY					
23	SUNDAY					
24						
25						
26						
27						
28						
29	SATURDAY					
30	SUNDAY					
31						
TOTAL		days		10 days		

Certified Correct:

ELIZABETH S. QUEVEDO, RCh. PhD

Head, DoPAC



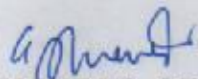
ACCOMPLISHMENT REPORT October 1-15, 2022

- a. Conducted the maintenance and calibration of the laboratory equipment/ instrument and properly documented them in the designated form.
- b. Conducted orientation in all laboratory class for the rules and policy of the stockroom, Chemistry Department Waiver and Safety Laboratory Rules.
- c. Helped in the preparation for the recent Internal Quality Audit in the department.
- d. Assisted in releasing laboratory glasswares and chemicals to students in every laboratory class.
- e. Creates borrower slip in every laboratory experiment designated to every laboratory class and prepared chemicals needed for every experiment.
- f. Assisted students in using some laboratory instruments in the department such as analytical balance, top loading balance, oven and etc.
- g. Created PR for supplies and instruments needed in the stock room and instrument room and submitted it to BAC.
- h. Maintained the cleanliness and orderliness in the instrument room, balance room and laboratory rooms (AC-101, AC-105 and AC-207).
- i. Performed other functions as assigned by the department head.

Submitted by:


NOREVE JEAN M. AGAD, RChT
JO- Chemical Technician

Noted:


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:

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-

NOREVE JEAN M. AGAD, of legal age, female, Filipino and with residence and postal address at Brgy. Sta. Cruz, 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 **Chemical Technician** to perform the functions and deliver the following outputs as follows:

1. Conducts the maintenance and calibration of the laboratory equipment/ instrument and properly document them in the logbook.
2. Orients the researchers and student in instrument operation and supervises the handling and usage of the instrument used in lab experiment.
3. Maintains the cleanliness and orderliness in the instrument room, balance room and laboratory rooms (AC-101, AC-105 and AC-207).
4. Makes inventory and record keeping of instrument, its accessories and history.
5. Supervises the stockroom chemical storage and inventory.
6. Performs and supervises analysis for MS student and other research related request. Assists chemistry majors and other students in the conduct of student research and to secure laboratory permits.
7. Performs other functions as assigned by the department head.

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 eighteen (18) 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 Nine hundred fourteen pesos and seven centavos

actual services issued by the FIRST PARTY or its duly authorized representative. The above payments will be charged to **GENERAL FUND: CRLW ; HRE**

THAT this contract shall take effect July 01, 2022 until December 31, 2022 and may be renewed only upon recommendation of the head of the unit/department/office duly supported with a copy of an evaluation report as to the quality of services rendered and quantity of 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.

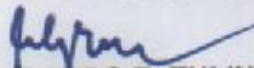
THAT this agreement will not in any manner result to any employer-employee relationship between the parties.

22 JUL 2022

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

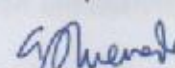
VISAYAS STATE UNIVERSITY
Baybay City

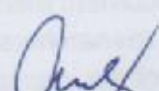
By:



EDGARDO E. TULIN
President
(First Party)


NOREVE JEAN M. AGAD
(Second Party)

Signed in the presence of:


1. **ELIZABETH S. QUEVEDO**
(DoPAC Head)


2. **ALICIA M. FLORES**
OIC Head, Budget Office


3. **JENNIFER E. ANDO**
OIC Head, OHRSPPR

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 22 day of JULY, 2022, personally appeared Dr. Edgardo E. Tulin with VSU ID No. V000522 and Noreve Jean M. Agad with valid ID No. 0001912, 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.
Page no.
Book No.
Series of

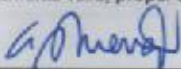
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81
XXXV
2022


ATTY. RYSA B. BUNCOR
Notary Public

Until June 30 2022
TR No. 658834- Baybay Leyte- 1/18/2022
IBP No. 177903- Tacloban City 02/11/2022
Roll of Attorneys No. 67487

GF

Annex F

OBLIGATION REQUEST AND STATUS					No.: 02-101101-2022-10	
VISAYAS STATE UNIVERSITY					Date: October 14, 2022	
Visca, Baybay City, Leyte					Fund: GF	
Payee:	NOREVE JEAN M. AGAD et.al.					
Office:	DoPAC					
Address:	VSU, Visca, Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
DoPAC	Payment for services rendered for the period covered October 1-15, 2022			14,121.30		
	Total			14,121.30		
A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal			B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above			
Signature 			Signature			
Printed Name ELIZABETH S. QUEVEDO			Printed Name ALICIA M. FLORES			
Position Head, DoPAC			Position Head, Budget Unit/Authorized Representative			
Date			Date			
C STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RA DAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		02-101101-2022-10	14,121.30		14,121.30	
		Totals	14,121.30		14,121.30	

DAILY TIME RECORD

JOB ORDER

Name: Maria Teresita D. Mecairan
 Position: JO Admin aide
 For the Period: October 1-15, 2022

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	SATURDAY					
2	SUNDAY					
3	7:45	12:00	Maria	1:00	5:00	Maria
4	7:35	12:00	Maria	1:00	5:00	Maria
5	7:45	12:00	Maria	1:00	5:00	Maria
6	7:30	12:00	Maria	1:00	5:00	Maria
7	8:00	12:00	Maria	1:00	5:00	Maria
8	SATURDAY					
9	SUNDAY					
10	7:45	12:00	Maria	1:00	5:00	Maria
11	DAY OFF					
12	8:00	12:00	Maria	1:00	5:00	Maria
13	8:00	12:00	Maria	1:00	5:00	Maria
14	8:00	12:00	Maria	1:00	5:00	Maria
15	SATURDAY					
16	SUNDAY					
17						
18						
19						
20						
21						
22	SATURDAY					
23	SUNDAY					
24						
25						
26						
27						
28						
29						
30						
31						
TOTAL	9	days				

Certified Correct:

E. S. Quevedo
ELIZABETH S. QUEVEDO, RCh. PhD
 Supervisor

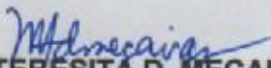


ACCOMPLISHMENT REPORT

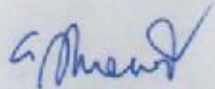
October 15, 2022

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 of the faculty;
3. Performed messengerial task in the absence of regular admin aide;
4. Maintained cleanliness and orderliness of the office reception area;
5. 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:

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 person/s 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** 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 travelling on official business within the country subject to existing government accounting rules and regulations and to the pertinent VSU policies and rules governing official travel;

THAT, the **SECOND PARTY** shall abide 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 Eighteen(18) days per month at not less than 8 hours per day based on the work schedule as prescribed by the hiring department/office/center/units;

THAT for and 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 ten percent (10%) premium;

THAT, **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 payment will be charge to GENERAL FUND; *Cropac; HE*

THAT, this contract shall take effect July 01, 2022 until December 31, 2022 and may be renewed only upon recommendation of the head of the unit/department/office, duly supported with a copy of an evaluation report as to the quality of services rendered and

Handwritten signature

Handwritten signature

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quantity of the outputs delivered by the Job Order for the period were under contract of service by the university;

THAT, the effectivity of this contract of services shall be subject to availability of funds and shall be deemed automatically terminated should the source of funds where this contract is charged is already depleted;


Confidentiality Clause: The **SECOND PARTY** is required to turn-over the data materials, equipment and other things that come into hi/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 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;

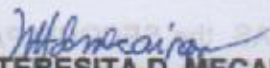
This contract of service may also be terminated by the First Party before the end of the stipulated term when the services is no longer needed or whenever the Second Party violates rules and regulations of the University or for unsatisfactory performance of the task assigned;

IN WITNESS THEREOF, the parties have hereto set their hands this 22 JUL 2022 day of 22 JUL 2022 at Baybay City, Leyte, Philippines.

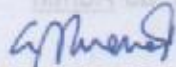
VISAYAS STATE UNIVERSITY
Baybay City

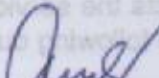
By:



DR. EDGARDO E. TULIN
(First Party)


MARIA TERESITA D. MECAIRAN
(Second Party)

Signed in the presence of:


ELIZABETH S. QUEVEDO
DoPAC Head


ALICIA M. FLORES
OIC Head, Budget Office


JENNIFER E. ANDO
OIC Head, OHRSPPR

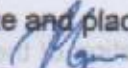
PROVINCE OF LEYTE)
REPUBLIC OF THE PHILIPPINES) S.S.
MUNICIPALITY OF BAYBAY)

22 JUL 2022

BEFORE ME, this 22 JUL 2022 day of 22 JUL 2022, personally appeared Dr. Edgardo E. Tulin with valid w/ valid 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 free and voluntary act and deed.

This instrument consisting of two pages including this acknowledgement 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.


ATTY. RYAN C. GUINOCOR

Doc. No. 1486
Page No. 80
Book No. XXXX11
Series of 2022

Notary Public - 2022
TR No. 060434 - Baybay Leyte- 1/18/2022
MP No. 177803 - Tacloban City 02/11/2022
Roll of Attorneys No. 67487
MCLE No. VI-003819- 04/14/2022
Visca, Baybay, Leyte