

## JOB ORDER

**DEPARTMENT OF PURE OF PURE APPLIED CHEMISTRY**

February 1-28, 2022

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

We acknowledge receipt of the sum shown opposite our name and hereby certify that the same is correct.

N A M E	Wage/day or Wage/month	No. of Days	FUND CHARGING	GROSS AMOUNT	PAG-IBIG				WITHHOLDING TAX	NET AMOUNT	SIGNATURE
					PREMIUM	MIP2	Multi-Purpose Loan (MPL)	Calamity Loan (CAL)			
Mecairan, Maria Teresita D.	553.40	15.00	GF-MOOE	8,301.00	100.00					8,201.00	
*nothing follows*										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
TOTAL				8,301.00	100.00	-	-	-	-	8,201.00	

**CERTIFIED:** Services have been duly rendered as stated.

*Elizabeth S. Quevedo*  
**ELIZABETH S. QUEVEDO**  
**HEAD, DoPAC**

APPROVED FOR PAYMENT:


**EDGARDO E. TULIN**  
**PRESIDENT**

**CERTIFIED: Funds available in the amount of 8,301.00**

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

**NICK FREDDY R. BELLO**  
**OIC HEAD, ACCOUNTING DIVISION**

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

<b>OBLIGATION REQUEST AND STATUS</b>				No.: 02-101101-2022-02		
<b>VISAYAS STATE UNIVERSITY</b>				Date: February 24, 2022		
<b>Visca, Baybay City, Leyte</b>				Fund: GF		
Payee:	MARIA TERESITA D. MECAIRAN					
Office:	DoPAC					
Address:	VSU, Visca, Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
DoPAC	Payment for services rendered for the month of February 1-28, 2022			8,301.00		
<b>Total</b>				<b>8,301.00</b>		
<b>A</b> Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal  Signature  Printed Name <b>ELIZABETH S. QUEVEDO</b> Position <b>Head, DoPAC</b> Date _____			<b>B</b> Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above  Signature _____ Printed Name <b>ALICIA M. FLORES</b> Position <b>Head, Budget Unit/Authorized Representative</b> Date _____			
<b>C</b> <b>STATUS OF OBLIGATION</b>						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		02-101101-2022-02	8,301.00		8,301.00	
		<b>Totals</b>	<b>8,301.00</b>		<b>8,301.00</b>	



# DAILY TIME RECORD

## JOB ORDER

Name: MARIA TERESITA D. MECAIRAN

Position: JO-Adm. Aide

For the Period: February 1-28, 2022

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	Cherise New Year					
2	7:05	12:00	MAR	1:00	5:00	MAR
3	8:00	12:00	MAR	1:00	5:00	MAR
4	8:00	12:00	MAR	1:00	5:00	MAR
5	SATURDAY					
6	SUNDAY					
7	7:05	12:00	MAR	1:00	5:00	MAR
8	8:00	12:00	MAR	1:00	5:00	MAR
9	7:05	12:00	MAR	1:00	5:00	MAR
10	8:00	12:00	MAR	1:00	5:00	MAR
11	DAY-OFF					
12	SATURDAY					
13	SUNDAY					
14	8:00	12:00	MAR	1:00	5:00	MAR
15	8:00	12:00	MAR	1:00	5:00	MAR
16	8:00	12:00	MAR	1:00	5:00	MAR
17	8:00	12:00	MAR	1:00	5:00	MAR
18	DAY-OFF					
19	SATURDAY					
20	SUNDAY					
21	7:05	12:00	MAR	1:00	5:00	MAR
22	8:00	12:00	MAR	1:00	5:00	MAR
23	8:00	12:00	MAR	1:00	5:00	MAR
24	8:00	12:00	MAR	1:00	5:00	MAR
25	EDSA Anniversary					
26	SATURDAY					
27	SUNDAY					
28	DAY-OFF					
TOTAL 15 days						

Certified Correct:



ELIZABETH S. QUEVEDO, RCh. PhD

Head, DoPAC



## ACCOMPLISHMENT REPORT February 1-28, 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 from the faculty;
3. Maintained cleanliness and orderliness of the office reception area;;
4. 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:

**RECEIVED**  
21 JAN 2022

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 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 **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 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 fifteen (15) 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 **Five Hundred Fifty Three Pesos and Forty Centavos (Php553.40)** per day inclusive of up to percent (10%) premium. The 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 payments will be charged to **GENERAL FUND**; ₱6

THAT this contract shall take effect January 10, 2022 until June 30, 2022 and may be renewed only upon recommendation of the head of the unit/department/office, duly supported

*Signature*



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.

IN WITNESS THEREOF, the parties have hereto set their hands this 02 day of FEB 2022, 2022 at Baybay City, Leyte, Philippines.

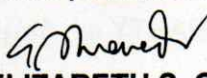
VISAYAS STATE UNIVERSITY  
Baybay City


By:


  
**EDGARDO E. TULIN**  
President  
(First Party)

  
**MARIA TERESITA D. MECAIRAN**  
(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 02 day of FEB, 2022, personally appeared Dr. Edgardo E. Tulin with 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 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. 379  
Page no. 04  
Book No. XXXV  
Series of 7022

  
**ATTY. RYSAN C. GUINOCOR**

Notary Public  
Until June 30, 2021  
PTR No. 5069132-Baybay, Leyte-1/12/2021  
IBP No. 134491-Tacloban City-12/11/2020  
Roll of Attorneys No. 57467  
MCLE No. VI-0003519-04/14/2022  
Visca, Baybay City, Leyte