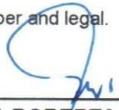


OBLIGATION REQUEST AND STATUS				No.: 02-101101-2021-12-		
VISAYAS STATE UNIVERSITY				Date: 12/7/2021		
Visca, Baybay City, Leyte				Fund: GF-MOOE (Mithi Tier2)		
Payee:	JIMBO S. POSAS					
Office:	MIS/ OHRA					
Address:	G/F Admin. Building					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
MIS (Mithi Tier2)	Payroll (December 1-15, 2021)	200010000	5060602000	6,395.00		
	Total					
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:  Printed Name: MARIA ROBERTA S. MIRAFLORES Position: Head, OHRA Date: 12/7/2021			Signature: _____ Printed Name: ALICIA M. FLORES OIC Head, Budget Office Date: 12/7/2021			
C STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
	obligation	02-101101-2021-12-	6,395.00		6,395.00	
	Totals					

GENERAL PAYROLL JOB ORDER

Development of VSU Human Resource Management Information System (HRMIS)

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

December 1-15, 2021

NAME	Wage/month	No. of Days	Fund Charging	Gross Amount	PAG-IBIG				Withholding Tax	Net Amount	Signature
					Premium	MP2	Multi-Purpose Loan (MPL)	Calamity Loan (CAL)			
Posas, Jimbo S.	12,790.00	10	GF-MOOE	6,395.00	100.00					6,295.00	
TOTAL				6,395.00	100.00	-	-	-	-	6,295.00	

CERTIFIED: Services have been duly rendered as stated.

APPROVED FOR PAYMENT:

MARIA ROBERTA S. MIRAFLOR
Head, Records and Archives

EDGARDO E. TULIN
President

CERTIFIED: Funds available in the amount 6,395.00

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

NICK FREDDY R. BELLO
OIC, Office of the Head of Accounting

QUEEN-EVER Y. ATUPAN
Head, Office of the Cashier

DAILY TIME RECORD JOB ORDER

Name: **JIMBO S. POSAS**
 Position: Data Entry Machine Operator
 Period: December 1-15, 2021

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
December 1	7:29 AM	12:00 PM		12:30 PM	5:00 PM	
2	7:40 AM	12:00 PM		12:51 PM	5:00 PM	
3	7:41 AM	12:00 PM		12:17 PM	5:00 PM	
4	Saturday					
5	Sunday					
6	7:48 AM	12:00 PM		12:39 PM	5:00 PM	
7	7:40 AM	12:00 PM		1:00 PM	5:00 PM	
8	Holiday					
9	8:00 AM	12:00 PM		1:00 PM	5:00 PM	
10	8:00 AM	12:00 PM		1:00 PM	5:00 PM	
11	Saturday					
12	Sunday					
13	8:00 AM	12:00 PM		1:00 PM	5:00 PM	
14	8:00 AM	12:00 PM		1:00 PM	5:00 PM	
15	8:00 AM	12:00 PM		1:00 PM	5:00 PM	
TOTAL						10 days

Certified True and Correct:


MARIA ROBERTA S. MIRAFLOR
 Head, OHRA



ACCOMPLISHMENT REPORT

December 1-15, 2021

1. Digitized the following documents/records ready for migration to the e-records system for OHRA's electronic archiving purposes:
 - a. OP Memo Nos. 638-646, 650, 652, 653, 669- 671, 673-675, 677-683, series of 2021 (20 files);
 - b. MS diploma of Mr. Mercurio;
 - c. Contract for Teaching Services of Part-time Instructors with attached PDS & Med. Certificate (40 files);
 - d. Clearances, administrative/research/extension designations, reinstatement, recommendations and fellowship contracts of 7 permanent faculty members (53 docs);
2. Categorized, organized and indexed all newly-digitized documents/records ready for migration to the e-records system for efficient electronic records management;
3. Uploaded 103 files to the OHRA's e-records system. Details are as follows:
 - a. OP Memo Nos. 638-646, 650, 652, 653, 669- 671, 673-675, 677-683, series of 2021 (20 files)
 - b. OP Memo Circulars (2 files)
 - c. OVPAAs Memo Circulars (27 files)
 - d. MS Diploma of Mr. Mercurio (1 file)
 - e. Clearances, research/extension designations, reinstatement, recommendations and fellowship contracts of 7 permanent faculty members (53 files)
4. Systematically filed new records generated (ISO related documents/records) in their respective folders;
5. Responded & acted promptly on request from CME and RSP for the following documents:
 - a. copy of Record Disposition Schedule (RDS) as requested by CME Clerk
 - b. PDS and IPCR for 2-rating period of Mr. Pausanos and Ms. Baro as requested by RSP In-charge;
6. Retrieved and reproduced the following requested documents per approved request for information/record in accordance with FOI policy and request for record procedure:
 - a. Latest appointment and NOSA of Ms. T. Manatad;
 - b. PDS of 5 Faculty members of DoPAC as requested by the Dept. Head;
 - c. SALN (2 copies) and latest NOSA of Dr. Espina;
7. Drafted an accomplishment report for November 1-30, 2021;
8. Tracked incoming and outgoing documents of the office through HRIS-Documents Tracking System (DTS);
9. Performed other tasks assigned by immediate supervisors.

Submitted by:



JIMBO S. POSAS

Data Entry Machine Operator

Approved:



MARIA ROBERTA S. MIRAFLOR

Head, Records and Archives



370

CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER

KNOW ALL MEN BY THESE PRESENTS:

RECEIVED
578

17 JUN 2021
126

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-

JIMBO S. POSAS, of legal age, single, Filipino, and with residence and postal address at Brgy. Marcos, Baybay City, Leyte, 6521-A, Philippines, 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:

THAT the **SECOND PARTY** shall perform the functions and deliver the following outputs as follows:

- Scan, Encode and Convert University documents to digital format;
- Clean, organize, migrate existing archive data;
- Categorize and index electronic documents for archiving; and
- Performs other functions as assigned by the superiors;

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 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 TWELVE THOUSAND SEVEN HUNDRED NINETY PESOS ONLY (P12,790.00) per month.

THAT 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 the *Management Information System (MIS) Project*;

THAT this contract shall take effect July 1, 2021 until December 31, 2021 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.



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 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.

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 23 JUN 2021 at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY
Baybay City

By:

EDGARDO E. TULIN
President
(First Party)

JIMBO S. POSAS
(Second Party)

Signed in the presence of:

REMBERTO A. PATINDOL
VP for Admin. & Finance

MYRNA S. PANCITO
Head, Budget Office

JENNIFER E. ANDO
OIC Head, RSPPRO

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 23 JUN 2021, personally appeared Dr. Edgardo E. Tulin with VSU ID No. V000522 and Jimbo S. Posas with valid ID No. H12-16-002564, 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. 1148
Page no. 94
Book No. 2021
Series of 2021

ATTY. RYSAN C. GUINOCOR
Notary Public
Until June 30, 2021
PTR No. 50533-8-7616 - 1/12/2021
IBP No. 134491-Tadoban City - 12/11/2020
Roll of Attorneys No. 57467
MCLE No. VI-0003619-04/14/2022
Visca, Baybay City, Leyte