



STUDENT ASSISTANTSHIP CHARGING REQUEST FORM

(THIS PORTION IS FOR THE OFFICE/DORMITORY APPLIED FOR)

Charge to Account No.: Univ. Adm. Fund (JTF - UAF)

Semester: First sem AY: 2022-2023

Please check: ☒ New applicant ☐ Old applicant/Renewal

Name: Angelito Daing Course/Year: BSA-4 Student No.: 18-1-01619

In-Campus/Off-campus Address: Bray. Plaridel Baybay City, Leyte Sex: Male Age: 24

JOB DESCRIPTION OF STUDENT ASSISTANT

(To be filled up by the Supervisor)

1. Maintain cleanliness of the offices, departments and laboratory rooms
2. comfort room and surroundings of the department buildings as well as
3. the screenhouses.
4. Performs other functions as assigned by the supervision and other
5. office staff.

Duration/Period of Work: From September 19, 2022 to January 31, 2022

RECOMMENDING APPROVAL:

Ruth O. Escasinas
Signature over printed name of the Supervisor

Dept. of Agronomy
Dept./Office/Center/Dorm/Research Center/etc.

(THIS PORTION IS FOR THE USSO)

Work Effectivity: _____

Maximum of 4 hrs/day @ P25.00/hr
(OP Memo Circular No. 2 series of 2006)

Remarks:

Verified/Checked by:

S.A. Coordinator, ODS

Date: _____

☐ Approved ☐ Disapproved

Dean of Students