




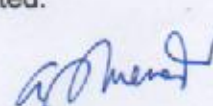
ACCOMPLISHMENT REPORT
April 16-30, 2023

- a. Maintained the cleanliness and orderliness of all the glassware and chemical bottles in the stock room (AC-107).
- b. Assisted in releasing laboratory glassware and chemicals to students in every laboratory class.
- c. Prepared chemical solutions needed in every laboratory experiment.
- d. Assisted in preparing borrower slips and materials set up in every laboratory experiment designated to every laboratory class.
- e. Prepared the set of materials (glassware and chemicals) needed during the experiments of each laboratory class.
- f. Acted as proctor during the midterm exam of Chemistry Lecture and Laboratory subjects.
- g. Attended the 99th VSU Anniversary Parade and Convocation last April 27, 2023.
- h. Performed other functions as assigned by the department head.

Submitted by:


JUDE P. ISRAEL
JO= Laboratory Aide

Noted:


ELIZABETH S. QUEVEDO, RCh, PhD
Head, DoPAC

DAILY TIME RECORD

JOB ORDER

Name: JUDE P. ISRAEL
 Position: JO-LAB. AIDE
 For the Period: April 16-30, 2023

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	SATURDAY					
2	SUNDAY					
3						
4						
5						
6	HOLIDAY					
7	HOLIDAY					
8	SATURDAY					
9	SUNDAY					
10	HOLIDAY					
11						
12						
13						
14						
15	SATURDAY					
16	SUNDAY					
17	7:50	12:00		12:51	5:00	
18	7:56	12:00		12:54	5:01	
19	7:51	12:10		12:56	5:00	
20	7:57	12:01		12:57	5:05	
21	HOLIDAY					
22	SATURDAY					
23	SUNDAY					
24	7:51	12:05		12:51	5:00	
25	7:59	12:03		12:52	5:01	
26	7:52	12:05		12:54	5:03	
27	7:53	12:06		12:56	5:04	
28	7:54	12:07		12:57	5:01	
29	SATURDAY					
30	SUNDAY					
TOTAL 9 days						

Certified Correct:

ELIZABETH S. QUEVEDO, RCh. PhD

Head, DoPAC

STF

Annex F

BUDGET UTILIZATION REQUEST AND STATUS**VISAYAS STATE UNIVERSITY**

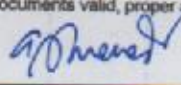
Visca, Baybay City, Leyte

No.: 02-206441-2023-04

Date: April 28, 2023

Fund: STF

Payee:	JUDE P. ISRAEL			
Office:	DoPAC			
Address:	VSU, Visca, Baybay City, Leyte			
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	
DoPAC	PAYROLL FOR April 16-30, 2023			5,118.30
	Total			5,118.30

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:	
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C STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		02-206441-2023-04	5,118.30		5,118.30	
		Totals	5,118.30		5,118.30	

DEPARTMENT OF PURE AND APPLIED CHEMISTRY

April 16-30, 2023

QUEEN-EVER Y. ATUPAN
HEAD, CASH DIVISION



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-

JUDE P. ISRAEL, of legal age, Single, Filipino and with residence and postal address at Brgy. Candadam, 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 **Laboratory Aide** to perform the functions and deliver the following outputs as follows:

1. Transports laboratory materials and/or specimens to and from stockroom to other laboratories, as required.
2. Prepares standard equipment, facilities, and/or solutions for laboratory experiments, in accordance with detailed procedures and instructions.
3. Cleans, breaks down, and stores laboratory equipment, facilities, and supplies after completion of laboratory exercises, as required.
4. Practices safety, environmental, and/or infection control methods.
5. Performs miscellaneous job-related duties as assigned.
6. Performs 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 twenty (22) 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 sixty-eight Pesos and Seventy centavos (P 568.70) per day inclusive of 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 **STF FUND**.

THAT this contract shall take effect January 1, 2023 until June 30, 2023 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.

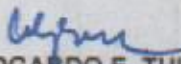
THAT this contract of service may also be terminated by the FIRST PARTY before the end of the stipulated term when the services is no longer needed or whenever the SECOND PARTY violates rules and regulations of the university or for unsatisfactory performance of the task assigned.

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

IN WITNESS THEREOF, the parties have hereto set their hands this ___ day of _____, 2023 at Baybay City, Leyte, Philippines.

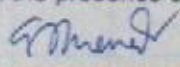
VISAYAS STATE UNIVERSITY
Baybay City

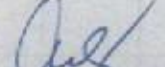
By:

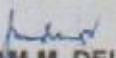

EDGARDO E. TULIN
President
(First Party)


JUDE P. ISRAEL
(Second Party)

Signed in the presence of:


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


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

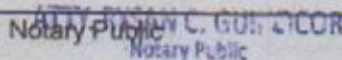

3. **MIRIAM M. DELA TORRE**
OIC Head, OHRSPPR

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 01 FEB 2023 day of _____, 2023, personally appeared Dr. Edgardo E. Tulin with VSU ID No. V000522 and Jude P. Israel with valid Phil Health ID No. 13-253310662-9, 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. 409
Page no. 56
Book No. XL
Series of 2023


Atty. SUSAN C. GUO, JICOR
Notary Public

Until December 31, 2023
PTR No. 12334 - Baybay, Leyte - 1/23/2023
IBP No. 2000 - Tacloban City - 1/18/2023
Roll of Attorneys No. 57457
MCLE No. VII-0022195-04/14/2023
Visita, Eastern City, Leyte

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 2 of 2

FM-LEG-03
v1 06-10-2020

No