

OBLIGATION REQUEST AND STATUS				No.: _____		
VISAYAS STATE UNIVERSITY				Date: December 1, 2021		
Visca, Baybay City, Leyte				Fund: General Fund		
Payee:	JAMES B. ESCUADRA					
Office:	DTHM					
Address:	VSU, Visca, Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
DTHM	TO PAYMENT of wages for the period November 15-30, 2021 amounting to . . .			5,534.00		
				Total		
				Ph 5,534.00		
A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal Signature _____ Printed Name VENICE B. IBÁÑEZ Position Department Head Date _____			B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above Signature _____ Printed Name ALICIA M. FLORES Position OIC Head, Budget Unit/Authorized Representative Date _____			
C STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		Totals				

**GENERAL PAYROLL
JOB ORDER
ACCOUNTING DIVISION**

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

N A M E	Wage/day	No. of Days	FUND CHARGIN G	GROSS AMOUNT	PAG-IBIG				WITHHOLDING TAX	NET AMOUNT	SIGNATURE
					PREMIUM	MP2	Multi-Purpose Loan (MPL)	Calamity Loan (CAL)			
1) Escuadra, James B.	553.40	10.00	GF	5,534.00						5,534.00	
2)										-	
3)										-	
4)										-	
5)										-	
										-	
										-	
										-	
										-	
										-	
TOTAL				5,534.00						-	5,534.00

APPROVED FOR PAYMENT:

EDGARDO E. TULIN
PRESIDENT

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

QUEEN-EVER Y. ATUPAN
HEAD, CASH DIVISION

DAILY TIME RECORD

JOB ORDER

Name: JAMES B. ESCOBAR
 Position: CLERK
 For the Period: November 16-30, 2011

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	HOLIDAY					
2						
3						
4						
5						
6	SATURDAY					
7	SUNDAY					
8	HOLIDAY					
9						
10						
11						
12						
13	SATURDAY					
14	SUNDAY					
15						
16	8:00	12:00		1:00	6:00	
17	8:00	12:00		1:00	6:45	
18	8:00	12:00		1:00	5:18	
19	8:00	12:00		1:00	5:21	
20	SATURDAY					
21	SUNDAY					
22	7:55	12:00		1:00	5:19	
23	8:00	12:00		1:00	5:36	
24	8:00	12:00		1:00	6:00	
25	8:00	12:00		1:00	5:40	
26	7:49	12:00		1:00	5:30	
27	SATURDAY					
28	SUNDAY					
29	7:53	12:00		1:00	5:27	
30	HOLIDAY					
TOTAL	days					

Certified Correct:

JSB
 VENICE B. IBÁÑEZ
 Immediate Superior

**DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT
COLLEGE OF MANAGEMENT AND ECONOMICS
Visayas State University
Visca, Baybay City, Leyte 6521-A**

ACCOMPLISHMENT REPORT

November 16-30, 2021

Name : JAMES B. ESCUADRA
Position : Clerk

Particulars/work done

1. Prepared financial and personnel documents
2. Coordinated office and administrative activities (storing/retrieving/integrating information and maintain record filing system of the office).
3. Facilitate faculty members on documents related to instruction, research and extension
4. Performed the functions of dDRC of the unit
5. Performed other functions as assigned by the superiors

Prepared By:


JAMES B. ESCUADRA
Clerk

Verified Correct:


VENICE B. IBÁÑEZ
Department Head




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 **EDGARDO E. TULIN**, hereinafter referred to as the **FIRST PARTY**;

-and-

 **JAMES B. ESCUADRA**, of legal age, single, Filipino and with residence and postal address at R. Magsaysay Ave., Zone 22, 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 contracts the services of the **SECOND PARTY** as Clerk to perform the functions and deliver the following outputs as follows:

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1. Prepare all financial and personnel documents (e.g. reimbursement, liquidation, cash advance, DTR printing, vouchers, travel documents, etc.);
 2. Coordinate office and administrative activities (storing, retrieving, integrating information);
 3. Facilitate faculty members' documents related to instruction, research and extension;
 4. Perform the functions of the Document and Records Controller (DRC) within the unit assigned;
 5. 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 for a total of 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 Fifty-Three Pesos and Forty Centavos (P553.40).

