


<b>BUDGET UTILIZATION REQUEST AND STATUS</b>				No.: 02-206441-2023-05		
<b>VISAYAS STATE UNIVERSITY</b>				Date: May 15, 2023		
Visca, Baybay City, Leyte				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 May 1-15, 2023			5,587.00		
Total				5,587.00		
<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 STATUS OF OBLIGATION</b>						
Reference			Amount			
Date	Particulars	ORS/JEV/RC/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		02-206441-2023-05	5,587.00		5,587.00	
		Totals	5,587.00		5,587.00	

# DAILY TIME RECORD

## JOB ORDER

Name: JUDE P. ISRAEL  
 Position: JO-LABORATORY AIDE  
 For the Period: May 1-15, 2023

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	HOLIDAY					
2	7:51	12:01		12:00	5:00	
3	7:52	12:00		12:50	5:00	
4	7:56	12:02		12:51	5:01	
5	7:50	12:03		12:56	5:05	
6	SATURDAY					
7	SUNDAY					
8	7:45	12:05		12:58	5:03	
9	7:49	12:08		12:50	5:06	
10	7:57	12:06		12:56	5:07	
11	7:56	12:01		1:00	5:03	
12	7:58	12:00		12:49	5:04	
13	SATURDAY					
14	SUNDAY					
15	7:50	12:00		12:51	5:01	
16						
17						
18						
19						
20	SATURDAY					
21	SUNDAY					
22						
23						
24						
25						
26						
27	SATURDAY					
28	SUNDAY					
29						
30						
31						
TOTAL 10 days						

Certified Correct:

ELIZABETH S. QUEVEDO, RCh. PhD

Head, DoPAC



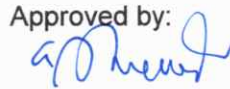
**ACCOMPLISHMENT REPORT**  
**May 1-15, 2023**

- 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 long exam of Chemistry Lecture and Laboratory subjects.
- g. Performed other functions as assigned by the department head.

Submitted by:

  
**JUDE P. ISRAEL**  
JO- Laboratory Aide

Approved by:

  
**ELIZABETH S. QUEVEDO, RCh, PhD**  
Head, DoPAC

# GENERAL PAYROLL

May 1-15, 2023

<b>TOTAL</b>	<b>5,687.00</b>	<b>100.00</b>
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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



**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**.

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.

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v1 06-10-2020

No