

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

2C

CERTIFIED: Services have been duly rendered as stated.

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

Annex F

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

No.: 02-101101-2021-10

Date:

Fund:

GF

Payee:	ALMONITE, JONEL and Co.
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Office:	NCRC-V
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Address:	Baybay City
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Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
NCRC.A.III.C	Payroll for Dec. 1-15, 2021	303000000	50212990-00	11,068.00
	Noted:			
	JEREMIAS S. VESTRA In-charge			
	Total			11,068.00

A Certified: Changes to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal

Signature

Printed Name

Position

Date _____

MARISEL A. LEORNA

Director, NCRC-V

B	Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above
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Signature

Printed Name

Position

Date _____

ALICIA M. FLORES

OIC - Head, Budget Office

Head, Budget Unit/Authorized Representative

C	STATUS OF OBLIGATION
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Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
	Obligation	02-101101-2021-12	11,068.00		11,068.00	
		Total	11,068.00		11,068.00	

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-

Jonel M. Almonite and Ervien Israel, of legal ages, Single/Married, Filipino and with residence and postal address at **Brgy. Patag, 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:

THAT FIRST PARTY hereby contracts the services of the SECOND PARTY as laborer to perform the functions and deliver the following outputs as follows:

- Field maintenance of the nursery area and data gathering**
- Setting of coco seedlings and collection of data**
- Perform other functions as assigned by superiors and other office staff**

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 **10 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 inconsideration 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 (P 553.40)** per day inclusive of ten percent (10%) premium.

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. he above payments will be charged to **NCRC.A.III.C NCRC Overhead Cost**;

JENNIFER E. ANDO

MYRNA S. PANCITO

MARISEL A. LEORNA

ERVIEEN ISRAEL

JONEL M. ALMONITE

DAILY TIME RECORD

JOB ORDER

NCRC

Name: ERVIN ISRAEL
 Position: LABORER
 For the Period: DECEMBER 2021

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	7:20	12:00	E/8	1:00	5:00	E/8
2	7:18	12:00	E/8	1:00	5:00	E/8
3	7:33	12:00	E/8	1:00	5:00	E/8
4						
5						
6	7:35	12:00	E/8	1:00	5:00	E/8
7	7:22	12:00	E/8	1:00	5:00	E/8
8						
9	7:29	12:00	E/8	1:00	5:00	E/8
10	7:21	12:00	E/8	1:00	5:00	E/8
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12						
13	7:17	12:00	E/8	1:00	5:00	E/8
14	7:24	12:00	E/8	1:00	5:00	E/8
15	7:28	12:00	E/8	1:00	5:00	E/8
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28						
29						
30						
31						
TOTAL	days					

Certified Correct:

J. S. ISRAEL

or its duly authorized representative. The above payments will be charged to NCRC.A.III.C
NCRC Overhead Cost:

DAILY TIME RECORD

JOB ORDER

NCRC

Name:

JONEL M. ALMONITE

Position:

LABORER

For the Period:

DECEMBER 2021

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	7:00	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
2	7:10	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
3	7:15	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
4						
5						
6	7:18	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
7	7:11	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
8						
9	7:20	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
10	7:12	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
11						
12						
13	7:25	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
14	7:05	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
15	7:30	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
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26						
27						
28						
29						
30						
31						
TOTAL	days					

Certified Correct:

[Signature]

NON

NCRC Overhead Cost:

[Signature]

[Signature]