

OBLIGATION REQUEST AND STATUS
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

No.: 02-101101-2023-04
 Date: April 28, 2023
 Fund: GF

Payee:	NOREVE JEAN M. AGAD et. Al			
Office:	DoPAC			
Address:	VSU, Visca, Baybay City, Leyte			
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
DoPAC	PAYROLL FOR April 16-30, 2023			13,657.23
Total				13,657.23

<p>A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal</p> <p style="text-align: center;"><i>[Signature]</i></p> <p>Signature: _____ Printed Name: ELIZABETH S. QUEVEDO Position: Head, DoPAC</p> <p>Date: _____</p>	<p>B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above</p> <p style="text-align: center;"><i>[Signature]</i></p> <p>Signature: _____ Printed Name: ALICIA M. FLORES Position: Head, Budget Unit/Authorized Representative</p> <p>Date: _____</p>
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STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		02-101101-2023-04	13,657.23		13,657.23	
Totals			13,657.23		13,657.23	

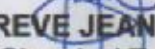
OFFICE OF THE COMPTROLLER
 VISAYAS STATE UNIVERSITY
 VISCA, BAYBAY CITY, LEYTE



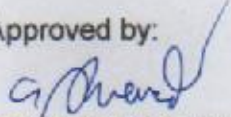
ACCOMPLISHMENT REPORT
April 16-30, 2023

- a. Conducted the maintenance and calibration of the laboratory equipment/ instrument and properly documented them in the designated form.
- b. Attended the Pre-Bidding of Laboratory Equipment, Supplies and Chemicals by the Supply Office thru online last April 18, 2023.
- c. Assisted students working in their thesis in using laboratory instrument like oven, sonnicator, freeze dryer, UV-VIS, FTIR and etc.
- d. Acted as proctor to Chemistry Lecture and Laboratory Midterm exams.
- e. Created job request for materials that need a repair and follow-up previous job request.
- f. Created borrower slip needed for laboratory classes and prepared glasswares for laboratory classes.
- g. Maintained the cleanliness and orderliness in the instrument room, balance room and laboratory rooms (AC-101, AC-105 and AC-207).
- h. Created Justification, BP202 Form and Account tiles for MOOE Equipment Calibration and submitted it to Planning office.
- i. Edited/ augmented the PPMP budget for upholstery of conference chair with the approval of the Budget office and submitted the documents to Procurement Office.
- j. Attended the 99th VSU Anniversary Parade and Convocation last April 27, 2023 at VSU Gymnasium.
- k. Performed other functions as assigned by the department head.

Submitted by:


NOREVE JEAN M. AGAD, RChT
JO- Chemical Technician

Approved by:


ELIZABETH S. QUEVEDO, RCh, PhD
Head, DoPAC

DAILY TIME RECORD

JOB ORDER

Name: NOREVE JEAN M. AGAD
 Position: JO-CHEMICAL TECHNICIAN
 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	6:50	12:00	 	1:00	5:00	
18	7:55	12:00	 	1:00	5:00	
19	7:55	12:00	 	1:00	5:15	
20	8:00	12:00	 	1:00	5:10	
21	HOLIDAY					
22	SATURDAY					
23	SUNDAY					
24	7:58	12:00	 	1:00	5:15	
25	7:50	12:00	 	1:00	5:00	
26	7:53	12:00	 	1:00	5:10	
27	7:15	12:00	 	1:00	5:00	
28	7:50	12:00	 	1:00	5:00	
29	SATURDAY					
30	SUNDAY					
TOTAL 9 days						

Certified Correct:

Elizabeth S. Quevedo
ELIZABETH S. QUEVEDO, RCh. PhD

Head, DoPAC



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-

NOREVE JEAN M. AGAD, of legal age, Married, Filipino and with residence and postal address at Brgy. Sta. Cruz, 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 Chemical Technician to perform the functions and deliver the following outputs as follows:

1. Conducts the maintenance and calibration of the laboratory equipment/ instrument and properly document them in the logbook.
2. Orients the researchers and student in instrument operation and supervises the handling and usage of the instrument used in lab experiment.
3. Maintains the cleanliness and orderliness in the instrument room, balance room and laboratory rooms (AC-101, AC-105 and AC-207).
4. Makes inventory and record keeping of instrument, its accessories and history.
5. Supervises the stockroom chemical storage and inventory.
6. Performs and supervises analysis for MS student and other research related request. Assists chemistry majors and other students in the conduct of student research and to secure laboratory permits.
7. Performs other functions as assigned by the department head.

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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.

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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-two (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.

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THAT for and in consideration of the foregoing service, the FIRST PARTY binds itself to pay the SECOND PARTY in the amount of Nine hundred fourteen pesos and seven centavos (P914.07) 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 GENERAL FUND *CH66-701*

THAT this contract shall take effect January 01, 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 18 JAN 2023 at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY
Baybay City

By:

[Signature]
EDGARDO E. TULIN
President
(First Party)

[Signature]
NOREVE JEAN M. AGAD
(Second Party)

Signed in the presence of:

[Signature]
1. **ELIZABETH S. QUEVEDO**
(DoPAC Head)

[Signature]
2. **ALICIA M. FLORES**
OIC Head, Budget Office

[Signature]
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 19 JAN 2023 day of 2023, personally appeared Dr. Edgardo E. Tulin with VSU ID No. V000522 and Noreve Jean M. Agad with valid PRC ID No. 0001912, 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.

[Signature]
LILY KYRAN C. GUINOCOR
Notary Public
Until December 31, 2023
PTR No. 6588834- Baybay, Leyte- 1/18/2022
IBP No. 177903- Tacloban City- 02/11/2022
Roll of Attorneys No. 57467
"CLE No. VII-0022195- 04/14/2022"

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Page no. 10
Book No. 26
Series of 2023



ACCOMPLISHMENT REPORT
April 16-30, 2023

1. Coordinated office and administrative activities particularly storing, retrieving and integrating information and maintain proper recording and filing of records;
2. Facilitated in printing and submission of grades of the faculty;
3. Performed messengerial task in the absence of regular admin aide;
4. Maintained cleanliness and orderliness of the office reception area;
5. Attended the 99th VSU Anniversary Parade and Convocation last April 27, 2023 at VSU Gymnasium.
6. Performed other function as assigned by the department head.

Submitted By:

JONALYN A. BULAWAN
Admin Aide - JO

Approved by:

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

DAILY TIME RECORD

JOB ORDER

Name: JONALYN A. BULAWAN
 Position: JO-ADMIN 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	7:40	12:00	<i>J Bulawan</i>	1:00	5:00	<i>J Bulawan</i>
18	7:50	12:00	<i>J Bulawan</i>	1:00	5:00	<i>J Bulawan</i>
19	7:40	12:00	<i>J Bulawan</i>	1:00	5:00	<i>J Bulawan</i>
20	7:40	12:00	<i>J Bulawan</i>	1:00	5:00	<i>J Bulawan</i>
21	HOLIDAY					
22	SATURDAY					
23	SUNDAY					
24	7:52	12:00	<i>J Bulawan</i>	1:00	5:00	<i>J Bulawan</i>
25	7:40	12:00	<i>J Bulawan</i>	1:00	5:00	<i>J Bulawan</i>
26	7:53	12:00	<i>J Bulawan</i>	1:00	5:00	<i>J Bulawan</i>
27	7:20	12:00	<i>J Bulawan</i>	1:00	5:00	<i>J Bulawan</i>
28	7:40	12:00	<i>J Bulawan</i>	1:00	5:00	<i>J Bulawan</i>
29	SATURDAY					
30	SUNDAY					
TOTAL 9 days						

Certified Correct:

E. S. Quevedo
ELIZABETH S. QUEVEDO, RCh. PhD
 Head, DoPAC



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-

JONALYN A. BULAWAN of legal age, female, Filipino and residing at Brgy. Patag, Baybay City, Leyte hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the **FIRST PARTY** is in need of person/s 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 Admin Aide to perform the functions and deliver the following outputs as follows:

1. Coordinates office and administrative activities particularly storing, retrieving and integrating information and maintain proper recording/filing of records;
2. Prepares and processes reimbursement of Laboratory supplies, Office Expenses and scholarship Tuition Fees;
3. Performs messengerial work in the absence of regular admin aide;
4. Maintain cleanliness and orderliness of the office and reception areas;
5. Perform 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 travelling on official business within the country subject to existing government accounting rules and regulations and to the pertinent VSU policies and rules governing official travel;

THAT, the **SECOND PARTY** shall abide 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 (20) days per month at not less than 8 hours per day based on the work schedule as prescribed by the hiring department/office/center/units;

THAT for and consideration of the foregoing service, the **FIRST PARTY** binds itself to pay the **SECOND PARTY** in the amount of Six Hundred Three Pesos and Forty Centavos (Php603.40) per day inclusive of ten percent (10%) premium;

THAT, **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 payment will be charge to GENERAL FUND, 1st

THAT, this contract shall take effect April 17, 2023 until June 30, 2023 (two and a half months) 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

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of services rendered and quantity of the outputs delivered by the Job Order for the period were under contract of service by the university.

THAT, the effectivity of this contract of services shall be subject to availability of funds and shall be deemed automatically terminated should the source of funds where this contract is charged is already depleted.

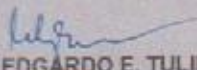
Confidentiality Clause: The **SECOND PARTY** is required to turn-over the data materials, equipment and other things that come into hi/her possession because of his/her job, and preserve the confidentiality of any information regarding the University, faculty staff, and students. Any disclosure and divulgement 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 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.


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;

IN WITNESS THEREOF, the parties have hereto set their hands 2nd APR 2023
of _____ at Baybay City, Leyte, Philippines.

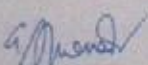
VISAYAS STATE UNIVERSITY
Baybay City


By:



DR. EDGARDO E. TULIN
(First Party)


JONALYN A. BULAWAN
(Second Party)

Signed in the presence of:


ELIZABETH S. QUEVEDO
Head, DoPAC


ALICIA M. FLORES
OIC Head, Budget Office



MIRIAM M. DELA TORRE
OIC Head, OHRSPPR

PROVINCE OF LEYTE)
REPUBLIC OF THE PHILIPPINES) S.S.
MUNICIPALITY OF BAYBAY)

BEFORE ME, this 2nd APR 2023 day of _____, personally appeared Dr. Edgardo E. Tulin with valid w/ valid VSU ID No. V000522 and Jonalyn A. Bulawan with Res. Cert #18939573 dtd 2/15/23 issued @ Baybay City known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed.

This instrument consisting of two pages including this acknowledgement has been signed by the parties and their witnesses and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on the date and place first above written.


ATTY. _____
Notary Public
Notary Public, 2023

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PTR No. 0122334 Baybay, Leyte-1/23/2023
ISP No. 240104-Tacloban City-1/15/2023
Roll of Attorneys No. 57487