O	BLIGATION REC	QUEST AND STAT	US	No.:	02-101101-202	3-05
	VISAYAS ST	ATE UNIVERSITY		Date:	May 31,2023	- ES - 1
	Visca, Bay	bay City, Leyte		Fund:	GF	- ES 1, 5
Payee:	NOREVE JEAN M. AG	AD et. Al		1.1800	HIND A HOLE	- 福祉工具
Office:	DoPAC		101			
Address:	VSU, Visca, Baybay Cit	y, Leyte				
Responsibility Center		Particulars	MHSLP*MC	MFO/PAP	UACS Code / Expenditure	Amount
DoPAC	PAYROLL FOR May	16-31, 2023	May 15-31			23,036.84
		ignaled form.	Total	d balana	toparty doct	23,036.8
A Certified:	Charges to appropration/allot	ment	B Certified:	Allotment	available and obligate	d for the
	necessary, lawful and under and supporting documents			purpose/s indicated	djustment necessary above	as
Signature	m	more	Signature			
	- Gr	2	Signature Printed Name	polytical Levi neva	ALICIA M. FLOR	ES
Printed Name	ELIZABE	menel	THE RESERVE AND ADDRESS.	Head, Buc	ALICIA M. FLOR	
Printed Name Position	ELIZABE	Menel TH S. QUEVEDO	Printed Name	Head, Buc		
Printed Name Position	ELIZABE Hea	TH S. QUEVEDO d, DoPAC	Printed Name Position	plate v		
Signature Printed Name Position Date C	ELIZABE	TH S. QUEVEDO d, DoPAC	Printed Name Position	ON		
Printed Name Position Date	ELIZABE Hea	TH S. QUEVEDO d, DoPAC	Printed Name Position	ON	iget Unit/Authorized R	
Printed Name Position Date C	Reference Particulars	TH S. QUEVEDO d, DoPAC	Printed Name Position Date S OF OBLIGATI	ON A	get Unit/Authorized F	Representative Due and

GF Annex F

OI	BLIGATION F	REQUEST AND STAT	US	No.:	02-101101-20	23-05
	VISAYAS :	STATE UNIVERSITY		Date:	May 31, 2023	
	Visca,	Baybay City, Leyte		Fund:	GF	
Payee:	NOREVE JEAN M.	The state of the s				
Office:	DoPAC	SHEKE D	or same re	Union in the Land	OF PURCHASE	WILL ST
Address:	VSU, Visca, Baybay	City, Leyte				
Responsibility Center		Particulars	equipmed by	MFO/PAP	UACS Code / Expenditure	Amount
DoPAC	PAYROLL FOR M	May 16-31, 2023				23,036.84
			Total			23,036.8
A Certified:		under my direct supervision ents valid, proper and legal	B Certified:		available and obligate djustment necessary above	
Printed Name	ELIZA	BETH S. QUEVEDO	Printed Name		ALICIA M. FLOR	ES
Position		Head, DoPAC	Position	Head, Bud	get Unit/Authorized	
Date		-	Date	O FUEL	S. COURVED	highas.
С		STATU	S OF OBLIGATI	ON		A JULY DEL
	Refere	nce	1	Ar	mount	
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment,	Not Yet Due	Due and Demandable
		02-101101-2023-05	23,036.84		23,036.84	
		Totals	23,036.84		23,036,84	

STARS

DAILY TIME RECORD JOB ORDER

Name:

NOREVE JEAN M. AGAD

Position:

JO-CHEMICAL TECHNICIAN

For the Period: May 16-31, 2023

Date	Mor	rning	Signature	Afte	rnoon	Signature
	In	Out		In	Out	
1			HOI	LIDAY	TELET,	
2						
3						
4				-		
5						
6			SATI	JRDAY		
7			SUI	NDAY		
8						
9		12 12 13				
10						
11						
12						
13			SATI	JRDAY		
14			SUI	NDAY		
15						
16	7:58	12:00	- XA	1140	5:00	- 10
17	7:30	12:40	-982	1:00	5:05	-98
18	7:48	12:00	- 94	1:00	5:13	-940
19	7:50	12:10	-540	1:10	5:05	-90
20			SATI	JRDAY		
21			SUI	NDAY		
22	7:45	12:10	- #0	1100	5:03	- HA=
23	7:55	12:10	-90	12-00	5:10	-98
24	7:50	12:00	- 40	11.00	5:10	-54
25	7:48	12:10	- AR	[200	5:00	-44
26	8:00	1210	-	1:00	5:00	
27			SATI	JRDAY		42
28			SUI	NDAY		
29	820	12100	- *	1:10	5:01	- 10
30	7:55	1210	- CARR	1:00	515	-98
31	7:48	12200	4	1:00	5:15	-00
TOTA	L /2	days				(11)

ELIZABETH S. QUEVEDO, RCh. PhD



ACCOMPLISHMENT REPORT May 16-31, 2023

- Conducted the maintenance and calibration of the laboratory equipment/ instrument and properly documented them in the designated form.
- 2. Attended Departmental Meeting at DoPAC Conference Room last May 16, 2023 and May 23,2023.
- 3. Assisted students working in their thesis in using laboratory instrument like oven, sonicator, freeze dryer, UV-VIS, FTIR and etc.
- Conducted Inventory of Liquid and Solid Chemicals and Laboratory Glasswares last May 18-19, 2023.
- Created job request for materials that need a repair and follow-up previous job request.
- Created borrower slip needed for laboratory classes and prepared glasswares for laboratory classes.
- Maintained the cleanliness and orderliness in the instrument room, balance room and laboratory rooms (AC-101, AC-105 and AC-207).
- Prepared documents needed for the PRC Visit scheduled for the month of June.
- Acted as proctor to Chemistry Lecture Long Exams.
- 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

DAILY TIME RECORD

JOB ORDER

Name:

MARIA TERESITA D. MECAIRAN

Position:

JO-ADMIN AIDE

For the Period:

May 16-31, 2023

Date	Mor	ning	Signature	After	noon	Signature
	In	Out		In	Out	
1			HOL	DAY		
2						
3						
4						
5						
6			SATU	RDAY		
7			SUN	DAY		
8						
9						
10						
11						
12						
13			SATU	RDAY		
14			SUN	DAY		38 6
15	_					_
16	ナング	12:00	me	1:00	5:00	mar
17	8:00	12:00	mad	1:00	1280	mile
18	8:81	/2;H	note	1:00	J:0)	male
19	DAG	1-07-				,
20			SATU	RDAY		
21			SUN	DAY		
22	7:05	/2;N	wife	/:80	V:80	WHE
23	7:45	/2;n	mile	/:01	V.H	mile
24	8:20	/2; N	nue	1:01	JA	mile
25	8:01	12: N	me	/201	1:N	mile
26	DAy-	OFF				
27			SATU	RDAY		
28			SUN	DAY		
29	8:00	12;W	me	1:00	4:00	MAR
30	8:00	12:10	me	1:81	TH	MAA
31	8,01	12:N	ma	1:4	5:0	mile
TOTA	L /0	days		0/		7.17

Certified Correct:

ELIZABETH S. QUEVEDO, RCh. PhD



ACCOMPLISHMENT REPORT May 16-31, 2023

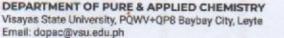
- Coordinated and administrative activities particularly storing, retrieving, and integrating information and maintain proper recording and filing of records;
- 2. Facilitated in printing and submission of grades of the faculty;
- 3. Performed messengerial task in the absence of regular admin aide;
- 4. Maintained cleanliness and orderliness of the office reception area;
- 5. Performed other function as assigned by the department head.

Submitted By:

MARIA TERESITA D. MECAIRAN JO- Admin Aide

Approved By:

ELIZABETH S. QUEVEDO Head, DoPAC







JOB ORDER

Name:

JONALYN A. BULAWAN

Position:

JO-ADMIN AIDE

For the Period:

May 16-31, 2023

Date	Mor	ning	Signature	Afte	rnoon	Signature
	In	Out		In	Out	
1			HOL	IDAY		
2						
3	-					
4						
5						
6			SATU	RDAY		
7			SUN	IDAY		
8						
9						
10						
11						
12						
13			SATU	RDAY		
14			SUN	IDAY		
15						
16	7:50	12:00	Lugo	1:n	\$:N)	dum
17	8:10	12:0	Duan	1:01	5:0	Llige
18	7:11	1a:N	Llost	1:00	1:0	
19	8:N	J2:N	lust	1:N	7:10	Mar
20			SATU	RDAY		7
21			SUN	IDAY		
22	8:00	12:0	My	(:n)	2140	allugar
23	8.00	12:N	lige	EW	1:10	ghingr
24	7:55	12:00	LUCIO	1:00	2:10	- Juga
25	J.IU	12:N	Ellia	/:n)	1:W	Ling
26	OFF		9			7
27				RDAY		
28			SUN	IDAY		
29	7:17	(2:n)	Migr	1:00	7:W	Surge
30	OFF					.0
31	7:45	12:0	dur	1:10	1:00	alin

Certified Correct:

ELIZABETH S. QUEVEDO, RCh. PhD



DEPARTMENT OF

PURE AND APPLIED CHEMISTRY

ACCOMPLISHMENT REPORT May 16-31, 2023

- 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. Performed other function as assigned by the department head.

Submitted by:

JONALYN A. BULAWAN

JO- Admin Aide

Approved by:

ELIZABETH S. QUEVEDO, RCh, PhD

Head, DoPAC



Management

150 9001:2015



DEPARTMENT OF PURE AND APPLIED CHEMISTRY GENERAL PAYROLL JOB ORDER

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

May 16-31,2023

IG AMOUNT PREMIUM MP2 Multi-Purpose Calemity NG TAX A Loan (MPL) Loan (CAL) NG TAX A 6,034.00 6,034.00			111	1	00000		PAG	PAG-IBIG			tin	
914.07 12 GF 10,968.84 10,96	N A M E	Wage/day or Wage/month	No. of Days	CHARGING	AMOUNT	PREMIUM	MP2	Multi-Purpose Loan (MPL)	Calamity Loan (CAL)	WITHHOLDI NG TAX	AMOUNT	SIGNATURE
603.40 10 GF 6,034.00	e Jean M. Agad	914.07	12	GF	10,968.84						10,968.84	
603.40 10 GF 6,034.00	in Bulawan	603.40	10	GF	6,034.00						6,034.00	
TOTAL 23,036.84	Teresita D. Mecairan	603.40	10	GF	6,034.00						6,034.00	
23,036.84												
23,036.84												
23,036.84												
23,036.84											191	
23,036.84											100	
23,036.84												
23,036.84												
23,036.84											-	
	ti.			TOTAL	23,036.84						23,036.84	

IFIED: Services have been duly rendered as stated.

ELIZABETH S. QUEVEDO

HEAD, DOPAC

IFIED: Funds available in the amount of

23,036.84

CERTIFIED: Each employee whose names appears above

EDGARDO E. TULIN

APPROVED FOR PAYMENT:

have been paid the amount opposite his/her names.

NICK FREDDY R. BELLO

OIC HEAD, ACCOUNTING DIVISION

QUEEN-EVER Y. ATUPAN HEAD, CASH DIVISION