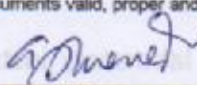
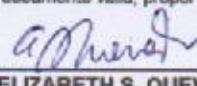


OBLIGATION REQUEST AND STATUS				No.: 02-101101-2023-05		
VISAYAS STATE UNIVERSITY				Date: May 31, 2023		
Visca, Baybay City, Leyte				Fund: GF		
Payee:	NOREVE JEAN M. AGAD et. Al					
Office:	DoPAC					
Address:	VSU, Visca, Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
DoPAC	PAYROLL FOR May 16-31, 2023			23,036.84		
Total				23,036.84		
A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal Signature:  Printed Name: ELIZABETH S. QUEVEDO Position: Head, DoPAC Date: _____			B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above Signature: _____ Printed Name: ALICIA M. FLORES Position: 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
		02-101101-2023-05	23,036.84		23,036.84	
		Totals	23,036.84		23,036.84	

OBLIGATION REQUEST AND STATUS				No.: 02-101101-2023-05		
VISAYAS STATE UNIVERSITY				Date: May 31, 2023		
Visca, Baybay City, Leyte				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 May 16-31, 2023			23,036.84		
Total				23,036.84		
A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal Signature:  Printed Name: ELIZABETH S. QUEVEDO Position: Head, DoPAC Date: _____			B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above Signature: _____ Printed Name: ALICIA M. FLORES Position: 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
		02-101101-2023-05	23,036.84		23,036.84	
		Totals	23,036.84		23,036.84	

DAILY TIME RECORD

JOB ORDER

Name: NOREVE JEAN M. AGAD
 Position: JO-CHEMICAL TECHNICIAN
 For the Period: May 16-31, 2023

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	HOLIDAY					
2						
3						
4						
5						
6	SATURDAY					
7	SUNDAY					
8						
9						
10						
11						
12						
13	SATURDAY					
14	SUNDAY					
15						
16	7:58	12:00	-	1:00	5:00	-
17	7:30	12:00	-	1:00	5:05	-
18	7:48	12:00	-	1:00	5:03	-
19	7:50	12:00	-	1:00	5:05	-
20	SATURDAY					
21	SUNDAY					
22	7:45	12:00	-	1:00	5:03	-
23	7:55	12:00	-	1:00	5:00	-
24	7:50	12:00	-	1:00	5:10	-
25	7:48	12:00	-	1:00	5:00	-
26	8:00	12:00	-	1:00	5:00	-
27	SATURDAY					
28	SUNDAY					
29	8:00	12:00	-	1:00	5:01	-
30	7:55	12:00	-	1:00	5:15	-
31	7:48	12:00	-	1:00	5:05	-
TOTAL 12 days						

Certified Correct:

ELIZABETH S. QUEVEDO, RCh. PhD

Head, DoPAC



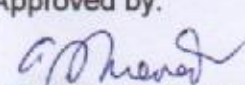
ACCOMPLISHMENT REPORT
May 16-31, 2023

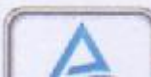
1. Conducted the maintenance and calibration of the laboratory equipment/ instrument and properly documented them in the designated form.
2. Attended Departmental Meeting at DoPAC Conference Room last May 16, 2023 and May 23, 2023.
3. Assisted students working in their thesis in using laboratory instrument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

Position: JO-ADMIN AIDE

For the Period: May 16-31, 2023

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	HOLIDAY					
2						
3						
4						
5						
6	SATURDAY					
7	SUNDAY					
8						
9						
10						
11						
12						
13	SATURDAY					
14	SUNDAY					
15						
16	7:25	12:00	MAR	1:00	5:00	MAR
17	8:00	12:00	MAR	1:00	5:00	MAR
18	8:00	12:00	MAR	1:00	5:00	MAR
19	DAY-OFF					
20	SATURDAY					
21	SUNDAY					
22	7:25	12:00	MAR	1:00	5:00	MAR
23	7:45	12:00	MAR	1:00	5:00	MAR
24	8:00	12:00	MAR	1:00	5:00	MAR
25	8:00	12:00	MAR	1:00	5:00	MAR
26	DAY-OFF					
27	SATURDAY					
28	SUNDAY					
29	8:00	12:00	MAR	1:00	5:00	MAR
30	8:00	12:00	MAR	1:00	5:00	MAR
31	8:00	12:00	MAR	1:00	5:00	MAR
TOTAL 10 days						

Certified Correct:

ELIZABETH S. QUEVEDO, RCh. PhD

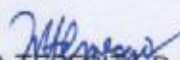
Head, DoPAC



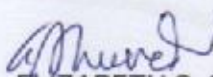
ACCOMPLISHMENT REPORT
May 16-31, 2023

1. 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

DAILY TIME RECORD

JOB ORDER

Name: JONALYN A. BULAWAN

Position: JO-ADMIN AIDE

For the Period: May 16-31, 2023

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	HOLIDAY					
2						
3						
4						
5						
6	SATURDAY					
7	SUNDAY					
8						
9						
10						
11						
12						
13	SATURDAY					
14	SUNDAY					
15						
16	7:50	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
17	8:00	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
18	7:55	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
19	8:00	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
20	SATURDAY					
21	SUNDAY					
22	8:00	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
23	8:00	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
24	7:55	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
25	7:50	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
26	OFF					
27	SATURDAY					
28	SUNDAY					
29	7:55	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
30	OFF					
31	7:45	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
TOTAL 10 days						

Certified Correct:

[Signature]
ELIZABETH S. QUEVEDO, RCh. PhD

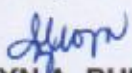
Head, DoPAC



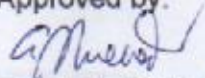
ACCOMPLISHMENT REPORT
May 16-31, 2023

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. 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

DEPARTMENT OF PURE AND APPLIED CHEMISTRY

May 16-31, 2023

TOTAL	23,036.84
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APPROVED FOR PAYMENT:

EDGARDO E. TULIN
PRESIDENT

23,036.84

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

QUEEN-EVER Y. ATUPAN
HEAD, CASH DIVISION