

**VISAYAS STATE UNIVERSITY**  
**OFFICE OF THE DEAN OF STUDENTS**  
**VSU, Visca, Baybay City, Leyte**

**DAILY TIME RECORD**  
*(For Student Assistants)*

NAME: Nathan Kelsey B. Omandam

For the month of: February 2023

	MORNING							AFTERNOON							TOTAL	
DATE	ARR	DEP	ARR	DEP	ARR	DEP	TOTAL	ARR	DEP	ARR	DEP	ARR	DEP	TOTAL	AM & PM	
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																
22								1:00	5:00					4	4	
23								1:00	5:00					4	4	
24								1:00	5:00					4	4	
25																
26																
27								1:00	5:00					4	4	
28								1:00	5:00					4	4	
29																
30																
31																
a.m. Total								p.m. Total							20	20
GRAND TOTAL															20	

I HEREBY CERTIFY on my honor that the above record is a true and correct report on the hours of work performed made daily at the time of arrival(s) and the time of departure (s)

Signature of Student Assistant

**ELIZABETH S. QUEVEDO**  
 Head, DoPAC



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**OFFICE OF THE DEAN OF STUDENTS**  
**VSU, Visca, Baybay City, Leyte**

**DAILY TIME RECORD**  
*(For Student Assistants)*

NAME: Nathan Kelsey B. Omandam

For the month of: March 2023

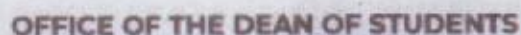
DATE	MORNING							AFTERNOON							TOTAL	
	ARR	DEP	ARR	DEP	ARR	DEP	TOTAL	ARR	DEP	ARR	DEP	ARR	DEP	TOTAL	AM & PM	
1								1:00	5:00					4	4	
2								3:00	7:00					4	4	
3								1:00	5:00					4	4	
4																
5																
6								3:00	7:00					4	4	
7								3:00	7:00					4	4	
8								3:00	7:00					4	4	
9								3:00	7:00					4	4	
10								1:00	5:00					4	4	
11																
12																
13								3:00	7:00					4	4	
14								3:00	7:00					4	4	
15								1:00	5:00					4	4	
16								3:00	7:00					4	4	
17								1:00	5:00					4	4	
18																
19																
20								3:00	7:00					4	4	
21								1:00	5:00					4	4	
22								3:00	7:00					4	4	
23								3:00	7:00					4	4	
24								1:00	5:00					4	4	
25																
26																
27								3:00	7:00					4	4	
28								3:00	7:00					4	4	
29																
30																
31																
a.m. Total								p.m. Total							80	80
GRAND TOTAL															80	

I HEREBY CERTIFY on my honor that the above record is a true and correct report on the hours of work performed made daily at the time of arrival(s) and the time of departure (s)

Signature of Student Assistant

**ELIZABETH S. QUEVEDO**  
 Head, DoPAC





Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

(THIS PORTION IS FOR THE STUDENT APPLICANT)

Please check: ☒ New applicant ☐ Old applicant/Renewal

Do you have any scholarship/grant? [ ] Yes: What scholarship/grant? \_\_\_\_\_ [✓] No  
State exactly the time you are available for work.

	AM	PM
Monday		12:00 - 7:00
Tuesday		12:00 - 7:00
Wednesday	7:00	7:00
Thursday		12:00 - 7:00
Friday		12:00 - 7:00

I HEREBY CERTIFY that the information provided in this application form are true and correct. Any false information made in connection with my application for student assistantship will be enough ground/s for disciplinary action or disqualification from future student employment.

Nathan Isky B. Omandam  
Signature of the Applicant

February 21, 2022  
Date

(THIS PORTION IS FOR THE REGISTRAR'S OFFICE)

Certification of Academic Performance and Load (Mid-term grades may be used for short term jobs:

**SUBJECTS AND GRADES**  
(Previous Term or Mid-term)

Subjects	Units	Grades
Envr II	3	1.75
Envr II	3	2.75
Hel II	3	1.75
Chem 118	5	1.00
Chem 118.1	1	1.25
Chem B7	3	1.75
Total no. of units:	16	GPA:

**SUBJECTS ENROLLED**  
(Current Term)

Subjects	Units
Philo II	3
SE-Sr IG	3
PluEd 14n	2
Cheson 2022a1	1
Total no. of units:	9

**CERTIFIED CORRECT:**

Marion A. Castañeda  
University Registrar





**STUDENT ASSISTANTSHIP CHARGING REQUEST FORM**

(THIS PORTION IS FOR THE OFFICE/DORMITORY APPLIED FOR)

Charge to Account No.: \_\_\_\_\_

Semester: 2ND AY: 2022-2023

Please check: ☒ New applicant ☐ Old applicant/Renewal

Name: Nathan Kelvin B. Bomanan Course/Year: Bs Chemistry-IV Student No.: 19-1-00164

In-Campus/Off-campus Address: Guadalupe (Utod), Baybay City Sex: M Age: 21

**JOB DESCRIPTION OF STUDENT ASSISTANT**

(To be filled up by the Supervisor)

1. assist lab tech + chem tech for the preparation of chemical solutions needed for the equipment
2. clean the stockroom and laboratory rooms
3. serve as proctors during practical exams and lab exams
4. prepare chemicals + glasswares to be used for the experiments
5. \_\_\_\_\_

Duration/Period of Work: From February 21, 2023 to June 23, 2023

**RECOMMENDING APPROVAL:**

Jane M. Pabaja  
Signature over printed name of the Supervisor

Dept./Office/Center/Dorm/Research Center/etc.

(THIS PORTION IS FOR THE USSO)

Work Effectivity: February 22, 2023

Maximum of 4 hrs/day @ P25.00/hr

(OP Memo Circular No. 2 series of 2006)

**Remarks:**

maximum of 4 hrs/day &  
10 hrs/week.

Verified/Checked by:

FANTO A. PAVENRE  
S.A. Coordinator, ODS  
Date: 2/22/23

☒ Approved ☐ Disapproved

Wahongto Jr.  
Dean of Students



**DAILY WAGE PAYROLL**  
Office of the Dean of Students

Period: February 2023- March

[illegible]