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

| | | | | ORNI | | | | | | | TERN | | TOTAL | | |
|------|-----|-----|------|------|------|-----|-------|------|-------|-----|------|------|-------|-------|---------|
| DATE | ARR | DEP | ARR | DEP | ARR | DEP | TOTAL | ARR | DEP | ARR | DEP | ARR | DEP | TOTAL | AM & PN |
| 1 | | | | | | | | | | | | | | | |
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| 22 | | | | | | | | 1:00 | \$100 | | | | | 4 | 4 |
| 23 | | | | | | | | 1:00 | 5:00 | | | | | 4 | 4 |
| 24 | | | | | | | | (:00 | 5:00 | | | | | 4 | 4 |
| 25 | | | | | | | | | | | | | | | |
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| 28 | | | | | | | | 1:00 | 5:00 | | | | | 4 | 4 |
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| 31 | | | | | | | | | | | - | | | | |
| | | | | a.m. | Tota | 1 | | | | | p.m. | | | 20 | 20 |
| | | | 1000 | | | | | | | | | GRAN | ID TO | TAL | 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

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: March 2023

| | | | | ORNI | | | | | | AF | TERN | | | | TOTAL |
|------|-----|-----|-----|------|-------|-----|-------|------|--------|-----|------|-------|-------|-------|---------|
| DATE | ARR | DEP | ARR | DEP | ARR | DEP | TOTAL | ARR | DEP | ARR | DEP | ARR | DEP | TOTAL | AM & PN |
| 1 | | | | | | | | 1100 | 5100 | | | | | 4 | 4 |
| 2 | | | | | | | - | 3:00 | 7:00 | | | | | 4 | 4 |
| 3 | | | | | | | | 1:00 | \$1.00 | | | | - | 4 | 4 |
| 4 | | | | | | | | | - | | | | | - | - |
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| 6 | | | | | | | | 3:00 | 7:00 | | | | | 4 | 4 |
| 7 | | | | | | | | 3:00 | 7:00 | | | | | 4 | 4 |
| 8 | | | | | | | | 5:00 | 7:00 | | | | | 4 | 4 |
| 9 | | | | | | | | 9100 | 7:00 | | | | | 4 | 4 |
| 10 | | | | | | | | 1:00 | 5:00 | | | | | 9 | 4 |
| 11 | | | | | | | | | | | | | | | |
| 12 | | | - | | | | | | | | | | | | |
| 13 | | | | | | | | 3:00 | 7:00 | | | | | 4 | 4 |
| 14 | | | | | | | | 3:00 | 7:00 | | | | | 4 | 9 |
| 15 | | | | | | | | t'ou | 5:00 | | | | | 4 | 4 |
| 16 | | | | | | | | 3:00 | 7:00 | | | | | 4 | 4 |
| 17 | | | | | | | | 1:00 | 5:00 | | | | | 4 | 4 |
| 18 | | | | | | | | | 7.00 | | | | | | - |
| 19 | | | | | | | | | | - | | | | | - |
| 20 | | | | | | | | 3:00 | 7:00 | - | | | | 4 | 4 |
| 21 | | | | | | | | 1:00 | 5:00 | | | | | 4 | 4 |
| 22 | | | | | | | | 5:00 | 7100 | | | | | 4 | 4 |
| 23 | | | | | | | | 3:00 | 7:00 | | | | | 4 | 4 |
| 24 | | | | | | | | 1:00 | 5140 | | | | | 4 | + |
| 25 | | | | | | | | | | | | | | | |
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| 31 | | | | | | | | | | | | | | | |
| | | | | a.m. | Total | | | | | | p.m. | Total | | 80 | 80 |
| | | | | | | | | | | | | | ID TO | | 40 |

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





OFFICE OF THE DEAN OF STUDENTS

Visca, Baybay City, Leyte, PHILIPPINES Tel No.: 053 565 0600 (loc 1070) Telefax: +63 53 563 7067

Email: usso@vsu.edu.ph Website: www.vsu.edu.ph

APPLICATION FOR STUDENT ASSISTANTSHIP

(THIS PORTION IS FOR THE STUDENT APPLICANT)

| Name: Nothan kelvey a oman | dom Course/Year: BS Chamisto | M -IN Student No.: | 7-1-00964 |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------|
| n-Campus/Off-campus Address: | | | ge: |
| _ | | | 7-146 |
| Do you have any scholarship/grant? State exactly the time you are availal | | | [/]N |
| State exactly the time you are availab | AM | PM | |
| Monday | 7.111 | 12:00 - 7:00 | |
| Tuesday | | 1:00-720 | |
| Wednesday | 7:00 | 7:00 | |
| Thursday | | 1220 - 700 | |
| Friday | | 12:00 -7:00 | |
| | | Northan Joelen F Signature of the | Applicant |
| | | miles at | 201 |
| | | Petruany 21 | - Parish |
| /THIS | S PORTION IS FOR THE REGISTRAR | Dête | , assam |
| Certification of Academic Performance | S PORTION IS FOR THE REGISTRAR ce and Load (Mid-term grades may be | 'S OFFICE) | |
| Certification of Academic Performance SUBJEC | ce and Load (Mid-term grades may be CTS AND GRADES Term or Mid-term) | "S OFFICE) used for short term jobs: SUBJECTS ENROL (Current Term) | LED |
| Certification of Academic Performance SUBJEC (Previous Subjects | ce and Load (Mid-term grades may be CTS AND GRADES Term or Mid-term) Units Grades | "S OFFICE) used for short term jobs: SUBJECTS ENROL (Current Term) Subjects | LED Units |
| Certification of Academic Performance SUBJEC (Previous Subjects Ewv. II | ce and Load (Mid-term grades may be CTS AND GRADES Term or Mid-term) Units Grades | SUBJECTS ENROL (Current Term) Subjects Phile If | LED Units |
| Certification of Academic Performance SUBJEC (Previous Subjects EWV II | ce and Load (Mid-term grades may be CTS AND GRADES Term or Mid-term) Units 3 1.75 2.76 | SUBJECTS ENROL (Current Term) Subjects Phile II Se Se 16 | LED Units |
| Subjects EWY II | ce and Load (Mid-term grades may be TS AND GRADES Term or Mid-term) Units Grades | SUBJECTS ENROL (Current Term) Subjects Phile II Subjects Phile II | LED Units |
| Certification of Academic Performance SUBJEC (Previous Subjects EWV II | ce and Load (Mid-term grades may be CTS AND GRADES Term or Mid-term) Units 3 1.75 2.76 | SUBJECTS ENROL (Current Term) Subjects Phile II Se Se 16 | Units |

CERTIFIED CORRECT:

Morum A. Castaneda Tonyu University Registrar Tonyu





UPPICE OF THE DEAN OF STUDENTS

Visca, Baybay City, Leyte, PHILIPPINES Tel No.: 053 565 0600 (loc 1070) Telefax: +63 53 563 7067 Email: usso@vsu.edu.ph Website: www.vsu.edu.ph

STUDENT ASSISTANTSHIP CHARGING REQUEST FORM

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

| Charge to Account No.: |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Semester: 2ND AY: 2027-2023 Please check: [] New applicant [] Old applicant/Renewal |
| Name: Nathan bakin & Omaniam Course/Year: Br Chemiting -IV Student No.: 19-1-009164 In-Campus/Off-campus Address: Guada/upe (Utod), Paybay City Sex: M Age: 21 |
| JOB DESCRIPTION OF STUDENT ASSISTANT (To be filled up by the Supervisor) |
| 1. aunt lab tech + chem tech for the proparation of chemical solutions needed for the equipment 2. clean the stackmoon and lateratory rooms 3. Sent 0.5 proctors during procedual exams and time exams 4. propare chemicals a solutionaries to be used for the expressionants 5. |
| Duration/Period of Work From February 21, 2023 to Jane 28, 2023 |
| Signature over prioded name of the Supervisor |
| Dept/Office/Center/Dorm/Research Center/etc. |
| (THIS PORTION IS FOR THE USSO) |
| Work Effectivity: Fubruary 22, 2013 Maximum of 4 hrs/day @ P25.00/hr (OP Memo Circular No. 2 series of 2006) |
| Remarks: Any inver of y hos/day & B bus/abs. |
| Verified/Checked by: S.A. Coordinator, ODS Date: 1/2/1/22 |
| [Approved 1 Disapproved |

Myrometo Izu. Dean of Students

DAILY WAGE PAYROLL Office of the Dean of Students

| OCCUPATION | Ager | Agency: VISAYAS STATE UNIVERSITY | | Charg | e to: | DoPAC STF) | | | | Period: Fe | bruary | 2023- Ma | arch |
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| NAME OCCUPATION NO. DRATE RATE FG GROSS AROUNT FOR AROUNT FOR ART FOR AROUNT FOR AREA AROUNT FOR AROUNG FOR FREIL'S ALORETO, JR MODRAGE AROUNT FOR AREA AROUNT FOR AREA AROUNT FOR | | | | | | | | | | | | Commun | ity 1 |
| DopPAC D | | NAME | OCCUPATION | HOL WOR | RE RS | RATE PER HOUR | GROSS AMOUNT EARNED | DEDUCTI | AMOUNT EARNED | SIGNATUR E/THUMBM ARK | Num | Date | 5 P |
| Kalsay B. Omandam - Feb. 2023 Sludent Assistant 20 Hrs. 25.00 50000 None 2,000.00 (Kalsay B. Omandam - Mar. 2023) Sludent Assistant 30 Hrs. 25.00 2,000.00 None 2,000.00 (Mone 2,000.00 (M | | DoPAC | | | | | | | | | | | |
| Kelsey B. Omandam - Mar. 2023 Student Assistant 80 Hrs. 25.00 2,000.00 None 2,000.00 **A-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X- | | Nathan Kelsey B. Omandam - Feb. 2023 | Student Assistant | 20 | Hrs. | 25.00 | 500.00 | None | 500.00 | | | | |
| TOTAL | - | Nathan Kelsey B. Omandam - Mar. 2023 | Student Assistant | 80 | Hrs. | 25.00 | 2,000.00 | None | 2,000.00 | | | | |
| JUNITO A. PANONCE S.A., Coordinator CERTIFIED;(1) ADEQUATE AVAILABLE FUNDS IN THE AMOUNT OF P THE AMOUNT OF P THE AMOUNT OF P APPROVED (3) SUPPORTED BY DOCUMENT APPRAVING LEGAL AND PROPER PER LIST ATTACHED (4) ACCOUNT CODES PROPER. B. LORETO, JR NICK FREDDY R. BELLO EDGARDO E. TULIN President President | 5 | X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X- | | | | | | | | | | | |
| JUNITO A. PANONCE S.A., Coordinator S.A., Coordinator S.A., Coordinator CERTIFIED (1) ADECUATE AVAILABLE FUNDS IN THE AMOUNT OF PORTED BY DOCUMENT APPROVED (3) SUPPORTED BY DOCUMENT APPROVED (3) SUPPORTED BY DOCUMENT APPROVED (4) ACCOUNT CODES PROPER. I. LORETO, JR NICK FREDDY R. BELLO EDGARDO E. TULIN President President | | | | | | | | | | | | | |
| JUNITO A. PANONCE S.A., Coordinator S.A., Coordinator S.A., Coordinator GERTIFIED(T) ADEQUATE AVAILABLE FUNDS IN THE AMOUNT OF PORTED BY DOCUMENT APPROVED (3) SUPPORTED BY DOCUMENT APPRARING LEGAL AND PROPER PER UST APPRARING LEGAL AND PROPER PER UST ATTACHED (4) ACCOUNT CODES PROPER. B. LORETO, JR NICK FREDDY R. BELLO EDGARDO E. TULIN President | | | | | | | | | | | | | |
| JUNITO A. PANONCE S.A., Coordinator CERTIFIED:(1) ADEQUATE AVAILABLE FUNDS IN THE AMOUNT OF PROPERLY APPROVED (3) SUPPORTED BY DOCUMENT APPROVED (3) SUPPORTED BY DOCUMENT APPROVED (3) ACCOUNT CODES PROPER. B. LORETO, JR NICK FREDDY R. BELLO President President B. LORETO, JR NICK FREDDY R. BELLO President | On | | | | | | | | | | | | |
| JUNITO A. PANONCE S.A., Coordinator CERTIFIED:(1) ADEQUATE AVAILABLE FUNDS IN THE AMOUNT OF PAPROVED (2) PROPERLY the payroll had approximate and properties of the APPEARING LEGAL AND PROPER PER LIST APPEARING LEGAL AND PROPER. B. LORETO, JR NICK FREDDY R. BELLO President EDGARDO E. TULIN President | 6 | | | | | | | | | | | | |
| JUNITO A. PANONCE S.A., Coordinator S.A., Coordinator CERTIFIED:(1) ADEQUATE AVAILABLE FUNDS IN THE AMOUNT OF PAPROVED 13 SUPPORTED BY DOCUMENT THE AMOUNT OF PAPROVED 13 SUPPORTED BY DOCUMENT APPEARING LEGAL AND PROPER PER LIST APPEARING LEGAL AND PROPER. B. LORETO, JR NICK FREDDY R. BELLO President EDGARDO E. TULIN President | 7 | | | | | | | | | | | | |
| JUNITO A. PANONCE S.A., Coordinator CERTIFIED: (1) ADEQUATE AVAILABLE FUNDS IN THE AMOUNT OF P THE AMOUNT OF P THE AMOUNT OF P APPROVED (3) SUPPORTED BY DOCUMENT APPEARING LEGAL AND PROPER PER LIST ATTACHED (4) ACCOUNT CODES PROPER. B. LORETO, JR NICK FREDDY R. BELLO President EDGARDO E. TULIN President | 8 | | | | | | | | | | | | |
| JUNITO A. PANONCE S.A., Coordinator CERTIFIED:(1) ADEQUATE AVAILABLE FUNDS IN THE AMOUNT OF THE AMOUNT OF THE AMOUNT CODES PROPERLY APPROVED (3) SUPPORTED BY DOCUMENT APPRARING LEGAL AND PROPER PER LIST ATTACHED (4) ACCOUNT CODES PROPER. B. LORETO, JR NICK FREDDY R. BELLO EDGARDO E. TULIN President EDGARDO E. TULIN President | 8 | | | | | | | | | | | | |
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| JUNITO A. PANONCE S.A., Coordinator CERTIFIED:(1) ADEQUATE AVAILABLE FUNDS IN THE AMOUNT OF P APPROVED (3) SUPPORTED BY DOCUMENT APPEARING LEGAL AND PROPER PER LIST ATTACHED (4) ACCOUNT CODES PROPER. NICK FREDDY R. BELLO President President President President | 12 | | | | | | | | | | | | |
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| JUNITO A. PANONCE S.A., Coordinator CERTIFIED:(1) ADEQUATE AVAILABLE FUNDS IN THE AMOUNT OF PAPPICATED BY DOCUMENT APPROVED (3) SUPPORTED BY DOCUMENT APPEARING LEGAL AND PROPER LIST ATTACHED (4) ACCOUNT CODES PROPER. B. LORETO, JR NICK FREDDY R. BELLO President President | | | | | | | | | | | | | |
| JUNITO A. PANONCE S.A., Coordinator CERTIFIED:(1) ADEQUATE AVAILABLE FUNDS IN THE AMOUNT OF P APPROVED (3) SUPPORTED BY DOCUMENT APPEARING LEGAL AND PROPER PER LIST ATTACHED (4) ACCOUNT CODES PROPER. B. LORETO, JR NICK FREDDY R. BELLO President OIC Head, Accounting Div. President | 14 | | | | | | | | | | | | |
| JUNITO A. PANONCE S.A., Coordinator CERTIFIED:(1) ADEQUATE AVAILABLE FUNDS IN THE AMOUNT OF P THE AMOUNT OF P APPROVED (3) SUPPORTED BY DOCUMENT APPEARING LEGAL AND PROPER PER LIST APPEARING LEGAL AND PROPER. B. LORETO, JR NICK FREDDY R. BELLO President President OIC Head, Accounting Div. President | 15 | | | | | | | | | | | | |
| JUNITO A. PANONCE S.A., Coordinator CERTIFIED:(1) ADEQUATE AVAILABLE FUNDS IN THE AMOUNT OF P APPROVED (3) SUPPORTED BY DOCUMENT APPEARING LEGAL AND PROPER PER LIST ATTACHED (4) ACCOUNT CODES PROPER. B. LORETO, JR OIC Head, Accounting Div. TOTAL | 16 | | | | | | | | | | | | |
| JUNITO A. PANONCE S.A., Coordinator CERTIFIED:(1) ADEQUATE AVAILABLE FUNDS IN THE AMOUNT OF P APPROVED (3) SUPPORTED BY DOCUMENT APPEARING LEGAL AND PROPER LIST ATTACHED (4) ACCOUNT CODES PROPER. B. LORETO, JR NICK FREDDY R. BELLO OIC Head, Accounting Div. President TOTAL | 17 | | | | | | | | 18 18 18 | | | | 100 |
| JUNITO A. PANONCE S.A., Coordinator CERTIFIED:(1) ADEQUATE AVAILABLE FUNDS IN THE AMOUNT OF P APPROVED (3) SUPPORTED BY DOCUMENT APPEARING LEGAL AND PROPER PER LIST ATTACHED (4) ACCOUNT CODES PROPER. B. LORETO, JR NICK FREDDY R. BELLO OIC Head, Accounting Div. 2,500.00 2,500.00 APPROVED FOR PAYMENT: APPROVED FOR PAYMENT: APPROVED FOR PAYMENT: EDGARDO E. TULIN President | 18 | | | | | | | | | | | | - |
| JUNITO A. PANONCE S.A., Coordinator CERTIFIED:(1) ADEQUATE AVAILABLE FUNDS IN THE AMOUNT OF P (2) PROPERLY APPROVED (3) SUPPORTED BY DOCUMENT APPEARING LEGAL AND PROPER PER LIST ATTACHED (4) ACCOUNT CODES PROPER. B. LORETO, JR NICK FREDDY R. BELLO President President | | | TOTAL | | | | 2,500.00 | | 2,500.00 | | 1 | | |
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| ATTACHED (4) ACCOUNT CODES PROPER. 8. LORETO, JR NICK FREDDY R. BELLO EDGARDO E. TULIN OIC Head, Accounting Div. President | 元号 | e person whose name pears in the payroll had services for the | APPROVED (3) SUP | PORTE | OBY (| 2) PROPERLY | , | | | | Each | appears in t | 1 1 6 |
| NICK FREDDY R. BELLO EDGARDO E. TULIN President | tim | ndered services for the stated. | APPEARING LEGAL ATTACHED (4) ACC | OUNT C | ODES | PROPER. | | | | | the ar | mount set op me after ide | posit |
| CIC HOUSE, CHOOSINING DIE. | MA | ANOLO B. LORETO, JR | NICK FRI | EDDY R | BELL | 0 | | EDGA | RDO E. TULI | Z | QUEE | N-EVER Y | ATI |