

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay, Leyte

JOB ORDER

NAME	DESIGNATION	RATE/DAY	PERIOD OF EMPLOYMENT		FUNDING	OFFICE ASSIGNMENT	ACKNOWLEDGEMENT
			FROM	TO			
1. RIA L. CAGOYONG	ENCODER	553.40	Dec. 14, 2021	Dec. 31, 2021	STF	ODIE	<i>R. Cagoyong</i>
2.							

JOB DESCRIPTION: (use another sheet if necessary)

1. Generates the teaching performance evaluation to students.
2. Encodes both the numeric and the summarized written comments of students on faculty teaching performance.
3. Sort/complies the evaluation results.
4. Perform other functions assign by her direct supervisor.

This said job order shall automatically cease upon expiration as stipulated above, unless renewed. However, services of any or all the above named can be terminated prior to the expiration of this Job Order for lack of funds or when their services are no longer needed. Furthermore, the services rendered hereunder is not considered or will never be accredited as government service.

Prepared by:

[Signature]
VANESSA W. NAZAL
Clerk, ODIE

Requested by:

[Signature]
MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation

Certified as the existence of
Appropriation/Obligation:

ALICE M. FLORES
OIC-Head Budget

Certified that appointment is in order and proper:

JENNIFER E. ANDO
OIC-Head, PRPEO

Recommending Approval:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

APPROVED:

EDGARDO E. TULIN
University President