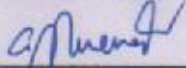
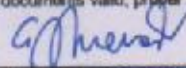


OBLIGATION REQUEST AND STATUS				No.: 02-101101-2022-09		
VISAYAS STATE UNIVERSITY				Date: September 27, 2022		
Visca, Baybay City, Leyte				Fund: GF		
Payee:	NOREVE JEAN M. AGAD					
Office:	DoPAC					
Address:	VSU, Visca, Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
DoPAC	PAYROLL FOR September 1-27, 2022			16,464.60		
Total				16,464.60		
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/RC/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		02-101101-2022-09	16,464.60		16,464.60	
		Totals	16,464.60		16,464.60	

OBLIGATION REQUEST AND STATUS				No.: 02-101101-2022-09		
VISAYAS STATE UNIVERSITY				Date: September 27, 2022		
Visca, Baybay City, Leyte				Fund: GF		
Payee:	NOREVE JEAN M. AGAD					
Office:	DoPAC					
Address:	VSU, Visca, Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
DoPAC	PAYROLL FOR September 1-27, 2022			16,464.60		
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C STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RC/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		02-101101-2022-09	16,464.60		16,464.60	
		Totals	16,464.60		16,464.60	

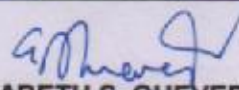
DAILY TIME RECORD

JOB ORDER

Name: NOREVE JEAN M. AGAD
 Position: JO-CHEM. TECHNICIAN
 For the Period: September 1-27, 2022

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	7:45	12:00	- [Signature]	1:00	5:00	- [Signature]
2	7:55	12:00	- [Signature]	1:00	5:00	- [Signature]
3	SATURDAY					
4	SUNDAY					
5	7:55	12:00	- [Signature]	1:00	5:00	- [Signature]
6	7:50	12:00	- [Signature]	1:00	5:00	- [Signature]
7	8:00	12:00	- [Signature]	1:00	5:00	- [Signature]
8	7:58	12:00	- [Signature]	1:00	5:00	- [Signature]
9	7:55	12:00	- [Signature]	1:00	5:00	- [Signature]
10	SATURDAY					
11	SUNDAY					
12	8:00	12:00	- [Signature]	1:00	5:00	- [Signature]
13	7:55	12:00	- [Signature]	1:00	5:00	- [Signature]
14	7:50	12:00	- [Signature]	1:00	5:00	- [Signature]
15	7:58	12:00	- [Signature]	1:00	5:00	- [Signature]
16	7:58	12:00	- [Signature]	1:00	5:00	- [Signature]
17	SATURDAY					
18	SUNDAY					
19	DAY-OFF					
20	7:55	12:00	- [Signature]	1:00	5:00	- [Signature]
21	7:57	12:00	- [Signature]	1:00	5:00	- [Signature]
22	7:50	12:00	- [Signature]	1:00	5:00	- [Signature]
23	8:00	12:00	- [Signature]	1:00	5:00	- [Signature]
24	SATURDAY					
25	SUNDAY					
26	7:35	12:00	- [Signature]	1:00	5:00	- [Signature]
27	7:51	12:00	- [Signature]	1:00	5:00	- [Signature]
28	DAY-OFF					
29	DAY-OFF					
30	DAY-OFF					
TOTAL		days	18 days			

Certified Correct:

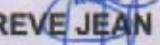

ELIZABETH S. QUEVEDO, RCh. PhD
 Head, DoPAC



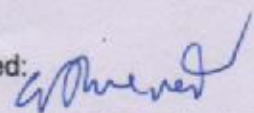
ACCOMPLISHMENT REPORT
September 1-27, 2022

- a. Attended the meeting with the University Wide Calibration and Maintenance Team held at OVPAF Conference Room last September 12, 2022.
- b. Attended the "Orientation and Re-orientation of dDRC's and adDRC's held at 1st Floor CCE Building last September 7, 2022.
- c. Prepared the DoPAC documents for AACUP requirement requested for DLABS/ ABELS accreditation.
- d. Prepared all DoPAC documents falls under PM-PPO in preparation of IQA scheduled on September 28, 2022.
- e. Helped in cleaning all DoPAC Laboratory and Lecture Rooms in preparation of Face-to-face classes.
- f. Conducted orientation regarding the rules and policies of the stockroom, laboratory safety rules and chemistry waiver to all laboratory classes from September 20-23, 2022.
- g. Conducted the maintenance and calibration of the laboratory equipment/ instrument and properly documented them in the designated form.
- h. Maintained the cleanliness and orderliness in the instrument room, balance room and laboratory rooms (AC-101, AC-105 and AC-207).
- i. Prepared the borrower slips needed in all laboratory classes from 7am to 7pm every day and assisted Mrs. Abapo in the preparation and releasing of laboratory glasswares needed for the laboratory classes.
- j. Performed other functions as assigned by the department head.

Submitted by:


NOREVE JEAN M. AGAD, RChT
JO- Chemical Technician

Noted:


ELIZABETH S. QUEVEDO, RCh, PhD
Head, DoPAC

GENERAL PAYROLL

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

N A M E	Wage/day or Wage/month	No. of Days	FUND CHARGING	GROSS AMOUNT	PAG-IBIG				WITHHOLDI NG TAX	NET AMOUNT	SIGNATURE
					PREMIUM	MP2	Mult-Purpose Loan (MPL)	Calamity Loan (CAL)			
Noreve Jean M. Agad *nothing follows*	914.70	18.00	GF-MODE	16,464.60	100.00					16,364.60	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
TOTAL				16,464.60	100.00	-	-	-	-	16,364.60	

APPROVED FOR PAYMENT:

EDGARDO E. TULIN
PRESIDENT

16,464.60

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

QUEEN-EVER Y. ATUPAN
HEAD, CASH DIVISION



CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into by and between:

The **VISAYAS STATE UNIVERSITY**, an institution of higher learning established under Presidential Decree No. 470 as amended by Presidential Decree No. 700 and converted into a state university by virtue of Republic Act No. 9158 and renamed as Visayas State University by virtue of Republic Act No. 9347, with principal office at Baybay City, Leyte, duly represented by its President **DR. EDGARDO E. TULIN**, hereinafter referred to as the **FIRST PARTY**;

-and-

NOREVE JEAN M. AGAD, of legal age, female, Filipino and with residence and postal address at Brgy. Sta. Cruz, Baybay City, Leyte hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the **FIRST PARTY** is in need of persons who can provide administrative support services which cannot be performed by the existing regular manpower/employees of the specific units/departments/centers within the university;

WHEREAS, the **SECOND PARTY**, possesses the required qualification and expertise needed by the hiring department/center/unit/office and is willing to provide the services needed;

NOW, THEREFORE, premises considered, the parties hereto hereby agree as they have agreed under the terms and conditions, as follows:

THE **FIRST PARTY** hereby contract the services of the **SECOND PARTY** as **Chemical Technician** to perform the functions and deliver the following outputs as follows:

1. Conducts the maintenance and calibration of the laboratory equipment/ instrument and properly document them in the logbook.
2. Orients the researchers and student in instrument operation and supervises the handling and usage of the instrument used in lab experiment.
3. Maintains the cleanliness and orderliness in the instrument room, balance room and laboratory rooms (AC-101, AC-105 and AC-207).
4. Makes inventory and record keeping of instrument, its accessories and history.
5. Supervises the stockroom chemical storage and inventory.
6. Performs and supervises analysis for MS student and other research related request. Assists chemistry majors and other students in the conduct of student research and to secure laboratory permits.
7. Performs other functions as assigned by the department head.

THAT when the work demand for travel, the **SECOND PARTY** shall be entitled to payment of travel expenses (per diem and fare) when traveling on official business within the country subject to existing government accounting rules and regulations and to pertinent VSU policies and rules governing official travel.

THAT the **SECOND PARTY** shall abide by the rules and regulations of the **FIRST PARTY** and the terms and conditions as provided for in this service contract and performs the above-listed functions for a total of eighteen (18) days per month at not less than 8 hours per day based on the work schedule as prescribed by the hiring department/office/center/unit.

THAT for and in consideration of the foregoing service, the **FIRST PARTY** binds itself to pay the **SECOND PARTY** in the amount of Nine hundred fourteen pesos and seven centavos (P914.07) per day inclusive of up to percent (10%) premium. The **SECOND Party** will be paid twice a month (per *quincena*) upon presentation of a certification of accomplishments and rendition of

actual services issued by the FIRST PARTY or its duly authorized representative. The above payments will be charged to **GENERAL FUND: CFW ; H**

THAT this contract shall take effect July 01, 2022 until December 31, 2022 and may be renewed only upon recommendation of the head of the unit/department/office duly supported with a copy of an evaluation report as to the quality of services rendered and quantity of the outputs delivered by the Job Order Worker for the period they were under contract of service by the university.

Confidentiality Clause: The SECOND PARTY is required to turn-over the data materials, equipment, and other things that come into his/her possession because of his/her job, and preserve the confidentiality of any information regarding the University, faculty, staff, and students. Any disclosure and divulgement of confidential information (including personal information kept on computer or other media, research, technologies and manuals) made unlawfully outside the proper course of duty will be grounds for dismissal without prejudice to filing of appropriate case in Court. The confidentiality clause will still apply even if the SECOND PARTY is no longer connected with VSU unless the University gives its express consent.

THAT this contract of service may also be terminated by the FIRST PARTY before the end of the stipulated term when the services is no longer needed or whenever the SECOND PARTY violates rules and regulations of the university or for unsatisfactory performance of the task assigned.

THAT this agreement will not in any manner result to any employer-employee relationship between the parties.

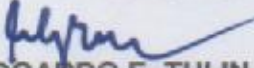
22 JUL 2022

IN WITNESS THEREOF, the parties have hereto set their hands this ___ day of _____, 2022 at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY

Baybay City

By:

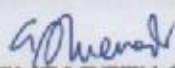

EDGARDO E. TULIN

President
(First Party)

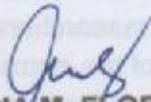

NOREVE JEAN M. AGAD

(Second Party)

Signed in the presence of:


1. **ELIZABETH S. QUEVEDO**

(DoPAC Head)


2. **ALICIA M. FLORES**

OIC Head, Budget Office


3. **JENNIFER E. ANDO**

OIC Head, OHRSPPR

REPUBLIC OF THE PHILIPPINES)

PROVINCE OF LEYTE) S.S.


CITY OF BAYBAY)

BEFORE ME, a Notary Public for and in the City of Baybay, Leyte, Philippines, this 22 day of JULY, 2022, personally appeared Dr. Edgardo E. Tulin with VSU ID No. V000522 and Noreve Jean M. Agad with valid ID No. 0001912, known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their voluntary act and deed, as well as the parties hereto.

WITNESS MY HAND AND SEAL on the date and place first above given.

Doc. No.
Page no.
Book No.
Series of

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xxxvii
2020


ATTY. RYSA M. CHINO

Notary Public

Until June 30, 2022

TR No. 650834- Baybay Leyte- 1/18/2022

IBP No. 177903- Tacloban City 02/11/2022

Roll of Attorneys No. 67487