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Annex F

OBLIGATION REQUEST AND STATUS VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte				No.: 02-101101-2022-07		
				Date: July 27, 2022		
				Fund: GF		
Payee:	MARIA TERESITA D. MECAIRAN					
Office:	DoPAC					
Address:	VSU, Visca, Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
DoPAC	Payment for services rendered for the month of July 2022			9,961.20		
Total				9,961.20		
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/RA DAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		02-101101-2022-07	9,961.20		9,961.20	
Totals			9,961.20		9,961.20	

DAILY TIME RECORD

JOB ORDER

Name: MARIA TERESITA MECAIRAN

Position: JO-ADMIN AIDE

For the Period: JULY 1-29, 2022

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	DAY-OFF					
2	SATURDAY					
3	SUNDAY					
4	7:50	12:00	MAR	1:00	5:00	MAR
5	7:45	12:00	MAR	1:00	5:00	MAR
6	7:45	12:00	MAR	1:00	5:00	MAR
7	7:50	12:00	MAR	1:00	5:00	MAR
8	DAY-OFF					
9	SATURDAY					
10	SUNDAY					
11	7:50	12:00	MAR	1:00	5:00	MAR
12	7:45	12:00	MAR	1:00	5:00	MAR
13	7:50	12:00	MAR	1:00	5:00	MAR
14	8:00	12:00	MAR	1:00	5:00	MAR
15	7:55	12:00	MAR	1:00	5:00	MAR
16	SATURDAY					
17	SUNDAY					
18	7:55	12:00	MAR	1:00	5:00	MAR
19	7:58	12:00	MAR	1:00	5:00	MAR
20	7:55	12:00	MAR	1:00	5:00	MAR
21	7:50	12:00	MAR	1:00	5:00	MAR
22	7:50	12:00	MAR	1:00	5:00	MAR
23	SATURDAY					
24	SUNDAY					
25	7:20	12:00	MAR	1:00	5:00	MAR
26	7:53	12:00	MAR	1:00	5:00	MAR
27	8:00	12:00	MAR	1:00	5:00	MAR
28	8:00	12:00	MAR	1:00	5:00	MAR
29	DAY-OFF					
30	SATURDAY					
31	SUNDAY					
TOTAL <u>18</u> days						

Certified Correct:


ELIZABETH S. QUEVEDO, RCh. PhD
 Head, DoPAC



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-

MARIA TERESITA D. MECAIRAN of legal age, female, Filipino and residing at Tugas I, Brgy. Hilapnitan, Baybay City, Leyte hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the **FIRST PARTY** is in need of person/s 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 contracts the services of the **SECOND PARTY** as Admin Aide to perform the functions and deliver the following outputs as follows:

1. Coordinates office and administrative activities particularly storing, retrieving and integrating information and maintain proper recording/filing of records;
2. Prepares and processes reimbursement of Laboratory supplies, Office Expenses and scholarship Tuition Fees;
3. Performs messengerial work in the absence of regular admin aide;
4. Maintain cleanliness and orderliness of the office and reception areas;
5. Perform other functions assigned by the department.

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

THAT, the **SECOND PARTY** shall abide 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/units;

THAT for and consideration of the foregoing service, the **FIRST PARTY** binds itself to pay the **SECOND PARTY** in the amount of Five Hundred Fifty Three Pesos and Forty Centavos (Php553.40) per day inclusive of ten percent (10%) premium;

THAT, **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 payment will be charge to **GENERAL FUND**; *CFOGS ; HTE*

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

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quantity of the outputs delivered by the Job Order for the period were under contract of service by the university;

THAT, the effectivity of this contract of services shall be subject to availability of funds and shall be deemed automatically terminated should the source of funds where this contract is charged is already depleted;

Confidentiality Clause: The **SECOND PARTY** is required to turn-over the data materials, equipment and other things that come into hi/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 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;

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;

IN WITNESS THEREOF, the parties have hereto set their hands this _____ day of 22 JUL 2022 at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY
Baybay City

By:


DR. EDGARDO E. TULIN
(First Party)


MARIA TERESITA D. MECAIRAN
(Second Party)

Signed in the presence of:


ELIZABETH S. QUEVEDO
DoPAC Head


ALICIA M. FLORES
OIC Head, Budget Office


JENNIFER E. ANDO
OIC Head, OHRSPPR

PROVINCE OF LEYTE)
REPUBLIC OF THE PHILIPPINES) S.S.
MUNICIPALITY OF BAYBAY)

22 JUL 2022

BEFORE ME, this _____ day of _____, personally appeared Dr. Edgardo E. Tulin with valid w/ valid VSU ID No. V000522 and Maria Teresita D. Mecairan with valid PRC ID No. 13-05007850-3 known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed.

This instrument consisting of two pages including this acknowledgement has been signed by the parties and their witnesses and sealed with my notarial seal.

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

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Series of 2022


ATTY. RYSAN C. GUINOCOR
Notary Public
Notary Public 2022-12/21/2023
PTR No. 6506834- Baybay Leyte- 1/18/2022
IBP No. 177903- Tacloban City 02/11/2022
Roll of Attorneys No. 67487
VCL No. VI-0003619- 04/14/2022
Visca, Baybay City, Leyte