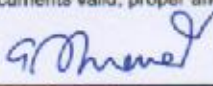


BUDGET UTILIZATION REQUEST AND STATUS				No.:		
VISAYAS STATE UNIVERSITY				Date: <u>March 8, 2023</u>		
Visca, Baybay City, Leyte				Fund: <u>General Fund</u>		
Payee:	JONALYN A. BULAWAN					
Office:	DoPAC					
Address:	VSU, Visca, Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure			
Gen. Fund	Payment for Services Rendered for the Period February 16-28, 2023 in the amount of....			5,430.60		
Total				5,430.60		
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/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		0	5,430.60		5,430.60	
Totals			5,430.60		5,430.60	

DAILY TIME RECORD

JOB ORDER

Name: BULAWAN, JONALYN A.
 Position: JO-Adm. Aide
 For the Period: February 16-28, 2023

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1						
2						
3						
4	SATURDAY					
5	SUNDAY					
6						
7						
8						
9						
10						
11	SATURDAY					
12	SUNDAY					
13						
14						
15						
16	8:00	12:00	<i>Jonalyn</i>	1:00	5:00	<i>Jonalyn</i>
17	7:50	12:00	<i>Jonalyn</i>	1:00	5:00	<i>Jonalyn</i>
18	SATURDAY					
19	SUNDAY					
20	7:40	12:00	<i>Jonalyn</i>	1:00	5:00	<i>Jonalyn</i>
21	7:48	12:00	<i>Jonalyn</i>	1:00	5:00	<i>Jonalyn</i>
22	7:50	12:00	<i>Jonalyn</i>	1:00	5:00	<i>Jonalyn</i>
23	7:42	12:00	<i>Jonalyn</i>	1:00	5:00	<i>Jonalyn</i>
24	7:50	12:00	<i>Jonalyn</i>	1:00	5:00	<i>Jonalyn</i>
25	SATURDAY					
26	SUNDAY					
27	7:50	12:00	<i>Jonalyn</i>	1:00	5:00	<i>Jonalyn</i>
28	7:50	12:00	<i>Jonalyn</i>	1:00	5:00	<i>Jonalyn</i>
TOTAL		days				

Certified Correct:

Elizabeth S. Quevedo
 ELIZABETH S. QUEVEDO, RCh. PhD
 Immediate Superior



ACCOMPLISHMENT REPORT
February 16-28, 2023


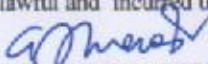
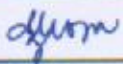
1. Coordinated office and administrative activities particularly storing, retrieving and integrating information and maintain proper recording and filing of records;
2. Facilitated in printing and submission of grades of the faculty;
3. Performed messengerial task in the absence of regular admin aide;
4. Maintained cleanliness and orderliness of the office reception area;
5. Performed other function as assigned by the department head.

Submitted By:

JONALYN A. BULAWAN
Admin Aide - JO

Noted By:

ELIZABETH S. QUEVEDO, RCh. PhD.
Head, DoPAC

	VISAYAS STATE UNIVERSITY Entity Name		Fund Cluster : Gen. Fund	
	DISBURSEMENT VOUCHER		Date : March 10, 2023 DV No. :	
Mode of Payment	<input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify)			
Payee	JONALYN A. BULAWAN		TIN/Employee No.:	ORS/BURS No.:
Address	Brgy. Patag, Baybay City, Leyte			
Particulars		Responsibility Center	MFO/PAP	Amount
To Payment for services rendered at DoPAC for the period Feb 16-28, 2023 in the amount of ...				5,430.60
Amount Due				5,430.60
A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision. <div style="text-align: center;">  ELIZABETH S. QUEVEDO <u>Head, DoPAC</u> Printed Name, Designation and Signature of Supervisor </div>				
B. Accounting Entry:				
Account Title		UACS Code	Debit	Credit
C. Certified:		D. Approved for Payment		
<input type="checkbox"/> Cash available <input type="checkbox"/> Subject to Authority to Debit Account (when applicable) <input type="checkbox"/> Supporting documents complete and amount claimed proper				
Signature		Signature		
Printed Name	NICK FREDDY R. BELLO	Printed Name	EDGARDO E. TULIN	
Position	Head, Accounting Unit	Position	President	
Date		Date		
E. Receipt of Payment				JEV No.
Check/ ADA No. :		Date :	Bank Name & Account Number:	
Signature :		Date :	Printed Name: JONALYN A. BULAWAN	Date
Official Receipt No. & Date/Other Documents				

JOB ORDER
ACCOUNTING DIVISION

February 16-28, 2023

N A M E	Wage/day or Wager/month	No. of Days	FUND CHARGING	GROSS AMOUNT	PAG-IBIG				WITHHOLDING TAX	NET AMOUNT	SIGNATURE
					PREMIUM	MP2	Multi-Purpose Loan (MPL)	Calamity Loan (CAL)			
1.Bulawan, Jonalyn A.	603.40	9.00	GF-MIOOE	5,430.60						5,430.60	
"nothing follows"										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
TOTAL				5,430.60	-	-	-	-	-	5,430.60	

APPROVED FOR PAYMENT:

EDGARDO E. TULIN
PRESIDENT

CERTIFIED: Each employee whose names appears above

QUEEN-EVER Y. ATUPAN
HEAD, CASH DIVISION



Jon





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-

JONALYN A. BULAWAN of legal age, female, Filipino and residing at Brgy. Pataq 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 Twenty (20) 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 Six Hundred Three Pesos and Forty Centavos (Php 603.40) 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**; Office 701

THAT this contract shall take effect **February 16, 2023** until **April 16, 2023** and

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;

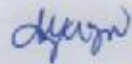
This contract of service may also be terminated by the First Party before the end of the stipulated term when the services is no longer needed or whenever the Second Party violates rules and regulations of the University or for unsatisfactory performance of the task assigned;

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

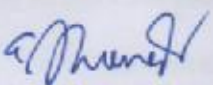
VISAYAS STATE UNIVERSITY
Baybay City

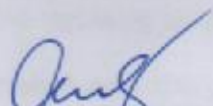
By:

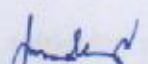

DR. EDGARDO E. TULIN
(First Party)


JONALYN A. BULAWAN
(Second Party)

Signed in the presence of:


ELIZABETH S. QUEVEDO
Head, DoPAC


ALICIA M. FLORES
OIC Head, Budget Office

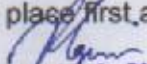

MIRIAM M. DELA TORRE
OIC Head, OHRSPPR

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

BEFORE ME, this 03 MAR 2023 day of _____, personally appeared Dr. Edgardo E. Tulin with valid w/ valid VSU ID No. V000522 and Jonalyn A. Bulawan with valid ID No. 11-202664317-4 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.


ATTY. RYAN C. GUINOCO
Notary Public

Notary Public
PTR No. 0122334 Baybay, Leyte- 1/23/2023
ICP No. 250*00- Tacloban City- 1/13/2023
Roll of Attorneys No. 57467

Doc. No. 795
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