

DAILY TIME RECORD

JOB ORDER

Name: NOREVE JEAN M. AGAD

Position: JO-CHEM. TECHNICIAN

For the Period: May 1-15, 2023

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	HOLIDAY					
2	7:55	12:00	- Signature	1:00	5:00	- Signature
3	DAY - OFF					
4	7:50	12:00	- Signature	1:00	5:00	- Signature
5	7:58	12:00	- Signature	1:00	5:00	- Signature
6	SATURDAY					
7	SUNDAY					
8	8:00	12:00	- Signature	1:00	5:00	- Signature
9	7:45	12:00	- Signature	1:00	5:00	- Signature
10	7:55	12:00	- Signature	1:00	5:00	- Signature
11	7:45	12:00	- Signature	1:00	5:00	- Signature
12	7:48	12:00	- Signature	1:00	5:00	- Signature
13	SATURDAY					
14	SUNDAY					
15	7:50	12:00	- Signature	1:00	5:00	- Signature
16						
17						
18						
19						
20	SATURDAY					
21	SUNDAY					
22						
23						
24						
25						
26						
27	SATURDAY					
28	SUNDAY					
29						
30						
31						
TOTAL 9 days						

Certified Correct:


ELIZABETH S. QUEVEDO, RCh. PhD

Head, DoPAC



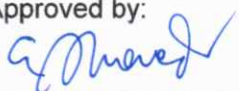
ACCOMPLISHMENT REPORT
May 1-15, 2023

1. Conducted the maintenance and calibration of the laboratory equipment/ instrument and properly documented them in the designated form.
2. Attended the Bidding of Laboratory Equipment, Supplies and Chemicals by the Supply Office thru online last May 2, 2023.
3. Assisted students working in their thesis in using laboratory instrument like oven, sonicator, freeze dryer, UV-VIS, FTIR and etc.
4. Acted as proctor to Chem 131.1 Laboratory Midterm exams.
5. Created job request for materials that need a repair and follow-up previous job request.
6. Created borrower slip needed for laboratory classes and prepared glasswares for laboratory classes.
7. Maintained the cleanliness and orderliness in the instrument room, balance room and laboratory rooms (AC-101, AC-105 and AC-207).
8. Acted as instructor to Chem 3.2 laboratory class (8am-12pm and 1pm-7pm) last May 9, 2023.
9. Follow-up job requests for Room AC-101 renovation c/o Sir Jun PolE.
10. Follow-up the PR request regarding the upholstery of Conference chair c/o Ma'am Kybee of Procurement Office.
11. Performed other functions as assigned by the department head.

Submitted by:


NOREVE JEAN M. AGAD, RChT
JO- Chemical Technician

Approved by:


ELIZABETH S. QUEVEDO, RCh, PhD
Head, DoPAC

DAILY TIME RECORD

JOB ORDER

Name: JONALYN BULAWAN

Position: JO-ADMIN AIDE

For the Period: May 1-15, 2023

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1	HOLIDAY					
2	7:45	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
3	7:45	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
4	7:50	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
5	7:47	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
6	SATURDAY					
7	SUNDAY					
8	7:50	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
9	7:45	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
10	7:50	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
11	7:45	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
12	7:50	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
13	SATURDAY					
14	SUNDAY					
15	7:45	12:00	<i>[Signature]</i>	1:00	5:00	<i>[Signature]</i>
16	<i>[Diagonal line across rows 16-19]</i>					
17						
18						
19						
20	SATURDAY					
21	SUNDAY					
22	<i>[Diagonal line across rows 22-26]</i>					
23						
24						
25						
26						
27	SATURDAY					
28	SUNDAY					
29	<i>[Diagonal line across rows 29-31]</i>					
30						
31						
TOTAL 10 days						

Certified Correct:

[Signature]
ELIZABETH S. QUEVEDO, RCh. PhD

Head, DoPAC




ACCOMPLISHMENT REPORT

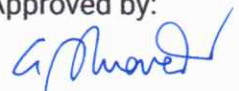
[May 1-15, 2023]

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 regular 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

Approved by:


ELIZABETH S. QUEVEDO
Department Head



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
**PURE AND APPLIED
CHEMISTRY**

ACCOMPLISHMENT REPORT

[May 1-15, 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 regular 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:


MARIA TERESITA D. MECAIRAN
Admin Aide- JO

Approved by:


ELIZABETH S. QUEVEDO
Department Head

DAILY TIME RECORD

JOB ORDER

Name: MARIA TERESITA D. MECAIRAN

Position: JO-ADMIN AIDE

For the Period: May 1-15, 2023

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

Certified Correct:

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

Head, DoPAC

GENERAL PAYROLL **JOB ORDER** **DEPARTMENT OF PURE AND APPLIED CHEMISTRY**


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

May 1-15, 2023

N A M E	Wage/day or Wage/month	No. of Days	FUND CHARGING	GROSS AMOUNT	PAG-IBIG			WITHHOLDING TAX	NET AMOUNT	SIGNATURE
					PREMIUM	MP2	Multi-Purpose Loan (MPL)	Calamity Loan (CAL)		
Noreve Jean M. Agad	914.07	9	GF	8,226.63	100.00				8,126.63	
Jonalyn Bulawan	603.40	10	GF	6,034.00	100.00				5,934.00	
Maria Teresita D. Mecalran	603.40	10	GF	6,034.00	100.00				5,934.00	
									-	
									-	
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									-	
									-	
TOTAL				20,294.63	300.00	-	-	-	19,994.63	

CERTIFIED: Services have been duly rendered as stated.

APPROVED FOR PAYMENT:


ELIZABETH S. QUEVEDO
 HEAD, DoPAC

EDGARDO E. TULIN
 PRESIDENT

CERTIFIED: Funds available in the amount of 20,294.63

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

NICK FREDDY R. BELLO
 OIC HEAD, ACCOUNTING DIVISION

QUEEN-EVER Y. ATUPAN
 HEAD, CASH DIVISION