						W-100-10-10-10-10-10-10-10-10-10-10-10-10	
OE	BLIGATION RE	EQUEST AND STAT	US	No.:	02-101101-20	23-05	
	VISAYAS S	TATE UNIVERSITY		Date:	May 15, 2023		
	Visca, B	aybay City, Leyte		Fund:	GF		
Payee:	NOREVE JEAN M. A	GAD et. Al					
Office:	DoPAC						
Address:	VSU, Visca, Baybay	City, Leyte					
Responsibility Center		Particulars		MFO/PAP	UACS Code / Expenditure	Amount	
DoPAC	PAYROLL FOR Ma	ıy 1-15, 2023				20,294.63	
			Total			20,294.63	
A Certified:	Charges to appropration/	allotment	B Certified:	Allotment	available and oblig	The second secon	
- Continuos		nder my direct supervision	B coranea.		djustment necessar		
	The contract of the second sec	ns valid proper and legal	1	indicated a	A STATE OF THE PARTY OF THE PAR	,	
		1 () /					
Signature	4/0	Menet	Signature				
Printed Name	ELIZAB	ETH S. QUEVEDO	Printed Name		ALICIA M. FLOR	RES	
Position	H	ead, DoPAC	Position	Head, Budg	et Unit/Authorized	Representative	
Date			Date				
С			OF OBLIGATI	ON			
	Referen	ce		Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable	
		02-101101-2023-05	20,294.63		20,294.63		
		Totals	20,294.63		20,294.63		

DAILY TIME RECORD

JOB ORDER

Name:

NOREVE JEAN M. AGAD

Position:

JO-CHEM. TECHNICIAN

For the Period:

May 1-15, 2023

Date	Mor	ning	Signature	After	noon	Signature
	In	Out		In	Out	
1			HOL	DAY		
2	7:55	12:10	- X	1:10	5:10	DK-
3			- PDAY	-OF		4
4	7:50	12:00	- >A	1:10	5:10	-AR
5	7:58	12:00	->#	po	5:00	- >
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9	7:45	12:10	-540	1:10	C110	
10	7.55	12:00	->//	1:10	5:00	- ***
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13				RDAY		
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27			SATU		*	
28			SUN	DAY		
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TOTA	AL /	days	C00 A	/		

Certified Correct:

ELIZABETH S. QUEVEDO, RCh. PhD

Head, DoPAC



DEPARTMENT OF

PURE AND APPLIED CHEMISTRY

ACCOMPLISHMENT REPORT May 1-15, 2023

- 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.
- 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.
- Created borrower slip needed for laboratory classes and prepared glasswares for laboratory classes.
- Maintained the cleanliness and orderliness in the instrument room, balance room and laboratory rooms (AC-101, AC-105 and AC-207).
- 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.
- Follw-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

DEPARTMENT OF PURE AND
APPLIED CHEMISTRY
Visayas State University Baybay (

Visayas State University, Baybay City, Leyte Email: dopac@vsu.edu.ph

Website: www.vsu.edu.ph Phone: +63 53 565 0600 Local 1032





DAILY TIME RECORD

JOB ORDER

Name:

JONALYN BULAWAN

Position:

JO-ADMIN AIDE

For the Period: May 1-15, 2023

Date	Morning		Signature	Afte	rnoon	Signature	
	In	Out		In	Out	ð	
1			HOL	IDAY			
2	7:45	12:50)	glugn	1:00	5:10	Luga	
3	7:45	12:00	Mum	1:n	5,W	Luga	
4	7:50	12.N	Luga	1:00	5:0	Skir	
5	7:47	12:00	Lyron	1:10	5in	Slugg	
6				IRDAY		7	
7			SUN	IDAY			
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10	7:50	12:0	Mon	1:0	5:N	dur	
11		12:00	delion	1:00	5:00	Luga	
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28				IDAY			
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30			,	-		4	
31							
TOTA	AL O	days		/		·	

Certified Correct:

ELIZABETH S. QUEVEDO, RCh. PhD

Head, DoPAC



PURE AND APPLIED CHEMISTRY

ACCOMPLISHMENT REPORT

[May 1-15, 2023]

- 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







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	Mor	ning	Signature	After	noon	Signature
	In	Out		In	Out	
1			HOL	DAY		8
2	8:80	12:80	MIL	1:00	1.00	ME
2	8:W	12:80	Ma	100	1:87	MAR
4	8:81	15:47	MA	1:00	5.81	WHR
5 6	8:00	15.21	MHE	1:80	J. 8	WHE
				RDAY		
7	1		SUN	DAY		
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27				RDAY		
28			SUN	DAY		
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30						
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TOTA	Continue C	days	~ 0	,		

Certified Correct:

ELIZABETH S. QUEVEDO, RCh. PhD

Head, DoPAC

DEPARTMENT OF PURE AND APPLIED CHEMISTRY GENERAL PAYROLL JOB ORDER

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

May 1-15,2023

TOTAL 20,294.63 300.00 19,994.63					Maria Teresita D. Mecairan 603.40 10 GF 6,034.00 100.00 5,934.00	Jonalyn Bulawan 603.40 10 GF 6,034.00 100.00 5,934.00	Noreve Jean M. Agad 914.07 9 GF 8,226.63 100.00 8,126.63	N A M E Wage/month Days CHARGING AMOUNT PREMIUM MP2 Purpose Loan (MPL) Loan (MPL) Loan (CAL) NG TAX AMOUNT	COOCO
19,994.63	,	t	-	1	5,934.00	5,934.00	8,126.63	A	

CERTIFIED: Services have been duly rendered as stated

ELIZABETH S. QUEVEDO

HEAD, DOPAC

CERTIFIED: Funds available in the amount of

20,294.63

NICK FREDDY R. BELLO

OIC HEAD, ACCOUNTING DIVISION

APPROVED FOR PAYMENT:

EDGARDO E. TULIN PRESIDENT

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

QUEEN-EVER Y. ATUPAN

HEAD, CASH DIVISION