



VISAYAS
STATE UNIVERSITY



INFORMATION & COMMUNICATIONS
TECHNOLOGY MANAGEMENT
CENTER

CERTIFICATE *of Participation*

This certificate is presented to

Reymart Honrada

For participating in the Training entitled "Enhancing Digital Communication: VOIP Phone Mastery and Output Messenger Transition" on November 20, 2024, 1:00 pm via Zoom.

Given this 28th day of November 2024.

SEAN O. VILLAGONZALO, PECE

Head, ICTMC

PROSE IVY G. YEPES, EdD

VSU President



CERTIFICATE OF PARTICIPATION

This certificate is presented to

Reymart C. Honrada

For demonstrating commendable commitment and active participation during the
"Seminar Workshop on Basic Records and Archives Management (BRAM)"
on July 30-31, 2024, at the VSU Convention Center, Visayas State University, Baybay City,
Leyte.

A handwritten signature in blue ink, reading "Honey Sofia V. Colis".

HONEY SOFIA V. COLIS
Director, HRMO





CERTIFICATE OF PARTICIPATION

This certificate is presented to

Reymart C. Honrada

For demonstrating commendable commitment and active participation during the
**"From Policy to Practice: EODB, DPA of 2012, and PIA Reorientation for Visayas State
University (VSU) Personnel"** on July 29, 2024, at the 2nd Floor, CCE, Visayas State
University, Baybay City, Leyte.

A handwritten signature in blue ink, appearing to read "Honey" followed by a stylized surname.

HONEY SOFIA V. COLIS
Director, HRMO





CERTIFICATE OF PARTICIPATION

This certificate is presented to

Reymart C. Honrada

For demonstrating commendable commitment and active participation during the
“Orientation of Guidelines and Procedures on Processes/Services of the Offices under
Administrative Services Office (ASO)” on February 23, 2024 at the CCE Building,
Visayas State University, Baybay City, Leyte.

A handwritten signature in blue ink that reads "Honey" followed by a stylized surname.

HONEY SOFIA V. COLIS

Director, HRMO





VISAYAS
STATE UNIVERSITY

CERTIFICATE

OF ATTENDANCE

This certificate is presented to

Reymart C. Honrada

for attending the Workshop on Program Accreditation
conducted on January 12, 2024.

Given this 12th day of January 2024 at the Visayas State
University, ViSCA, Baybay City, Leyte.

ROTACIO S. GRAVOSO
Director for Quality Assurance Center



CERTIFICATE

OF PARTICIPATION

is awarded to

Reymart C. Honrada

For his active participation during the conduct of the activity
entitled "Design Thinking Workshop"
on December 13-14, 2023.

Given this 14th day of December 2023 at the
Visayas State University, Visca, City of Baybay, Leyte.

A handwritten signature in blue ink, appearing to read "Rotacio S. Gravoso", is positioned above the printed name and title.

ROTACIO S. GRAVOSO
DIRECTOR, QAC & ASST. QMO

A handwritten signature in blue ink, appearing to read "Aleli A. Villocino", is positioned above the printed name and title.

ALELI A. VILLOCINO
QUALITY MANAGEMENT OFFICER



CERTIFICATE

OF PARTICIPATION

is awarded to

Reymart C. Honrada

For his active participation during the conduct of the activity entitled "Unlocking Excellence:
The 5S Revolution for Clerks and Heads at Visayas State University"
on November 29, 2023.

Given this 29th day of November 2023 at the
Visayas State University, Visca, City of Baybay, Leyte.

A handwritten signature in blue ink, which appears to read "D. Tan", is positioned above the printed name of the official.

DANIEL LESLIE S. TAN
OIC-PRESIDENT



VISAYAS
STATE UNIVERSITY

CERTIFICATE OF ATTENDANCE

is hereby given to

REYMART C. HONRADA

for having attended during the ISO 9001:2015 Awareness & Re-awareness Webinar
conducted on August 29, 2023.

Given this 29th day of August 2023 at the Visayas State University,
ViSCA, Baybay City, Leyte.

EDGARDO E. TULIN

President



CERTIFICATE OF ATTENDANCE

is hereby given to

REYMART C. HONRADA

for having attended the "Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AddRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines" conducted on September 7, 2022 at the 1st Floor CCE Bldg., VSU, Baybay City, Leyte.

Given this 7th day of September 2022 at the Visayas State University, ViSCA, Baybay City, Leyte.


PAMELA P. ORAÑO
University Document and
Records Controller


ALELI A. VILLOCINO
Quality Management,
Representative



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

LEYTE

Reference No. 220837-2720

CERTIFICATION

THIS IS TO CERTIFY that **Mr. REYMART C. HONRADA** is under Contract of Service for the Philippine Statistics Authority (PSA) - Leyte Provincial Statistical Office during the following operations/activities:

<u>Name of Activity</u>	<u>Designation</u>	<u>Inclusive Dates</u>
January 2022 Labor Force Survey and 2021 Family Income and Expenditure Survey Second Visit	Statistical Researcher	Training: January 3-7, 10-11, 2022 Operation: January 12-30, 2022
2020 Census of Population and Housing (CPH) Processing of Post Census Map	Map Verifier	Training: May 18-20, 2021 Operation: May 21-June 30, 2021

This certification is issued upon the request of the interested party for whatever legal purpose it may serve.

Issued this 14th day of October 2022 at PSA – Leyte Provincial Statistical Office, Tacloban City, Leyte.

FOR THE CHIEF STATISTICAL SPECIALIST:

ROMIL C. ALINSUB
(Statistical Specialist II)
Officer-In-Charge



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System
ISO 9001:2015
www.tuv.com
ID 3105640391



Leyte SR Bldg., Artemio Mate Ave., Abucay, Tacloban City
Telefax: (053) 832-1495 E-mail Address: psaleyte@yahoo.com
www.psa.gov.ph



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
LEYTE

Reference No.210837-1306

CERTIFICATION

THIS IS TO CERTIFY that **Mr. Reymart C. Honrada** was under Contract of Service for the Philippine Statistics Authority (PSA) – Leyte PSO, during the following operations/activities:

<u>Name of Activity</u>	<u>Designation</u>	<u>Inclusive Dates</u>
2nd Level Training on 2020 Census of Population and Housing (CPH) Machine Processing	Machine Processor	December 9 – 11, 2020
2020 Census of Population and Housing (CPH) Enumeration Machine Processing	Machine Processor	December 9, 2020 – March 31, 2021

This certification is issued upon the request of the interested party for whatever legal purpose it may serve.

Issued this 28th day of June 2021 at PSA – Leyte Provincial Statistical Office, Tacloban City, Leyte.


SHERYL ANN A. JAMISOLA
Chief Statistical Specialist





Leyte SR Building, 2nd floor, Artemio Mate Ext., Tacloban City
Contact Number: (053) 832-1495
Email address: psaleyte@yahoo.com



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
LEYTE

Reference No. 210837-1365

CERTIFICATION

THIS IS TO CERTIFY that **Mr. Reymart C. Honrada** was under Contract of Service for the Philippine Statistics Authority (PSA) – Leyte PSO, during the following operations/activities:

<u>Name of Activity</u>	<u>Designation</u>	<u>Inclusive Dates</u>
3rd Level Training on 2020 Census of Population and Housing (CPH) Manual Processing	Manual Processor	October 21-23, 2020
2020 Census of Population and Housing (CPH) Enumeration Manual Processing	Manual Processor	October 21– December 8, 2020

This certification is issued upon the request of the interested party for whatever legal purpose it may serve.

Issued this 19th day of July 2021 at PSA – Leyte Provincial Statistical Office, Tacloban City, Leyte


SHERYL ANN A. JAMISOLA
Chief Statistical Specialist





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ID: 9108640991



PHILIPPINE STATISTICS AUTHORITY - LEYTE
Leyte SR Bldg., Artemio Mate Road, Bgy. Abucay, Tacloban City
(053)832-1495e-mail address: psaleyte@yahoo.com
www.psa.gov.ph



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
LEYTE

Reference No. 210837- 128

CERTIFICATION

THIS IS TO CERTIFY that **Mr. Reymart Honrada** served the Philippine Statistics Authority (PSA), during the following operations/activities:

<u>Name of Activity</u>	<u>Designation</u>	<u>Inclusive Dates</u>
4 th Level Training on 2020 Census of Population and Housing (CPH)	Team Supervisor	August 3-8, 2020
2020 Census of Population and Housing (CPH) Supervision	Team Supervisor	September 1- 21, 2020

This certification is issued upon the request of the interested party for whatever legal purpose it may serve.

Issued this 21st day of January 2021 at PSA – Leyte Provincial Statistical Office, Tacloban City, Leyte.


SHERYL ANN A. JAMISOLA
Chief Statistical Specialist



10 July 2023

MEMORANDUM NO. 703
Series of 2023

T O: All Concerned

R E: VSU Philippine Quality Awards Task Force

VSU is submitting itself for evaluation under the **Philippine Quality Awards (PQA)** of the Department of Trade and Industry. This award is advantageous for VSU because aside from the recognition that the university will gain, our participation in this award will provide us with an opportunity to examine our systems and processes and devise mechanisms to improve these.

To facilitate the submission of documents, the VSU PQA Task Force is hereby created. To establish a common understanding of our tasks, please come to a meeting on **18 July 2023 (9:00 AM) at the OVPAF Conference Room.**

1. Leadership (Senior Leadership and Governance and Societal Responsibilities)

Dr. Edgardo E. Tulin
Dr. Daniel Leslie S. Tan
Dr. Dilberto O. Ferraren
Dr. Maria Juliet C. Ceniza
Dr. Beatriz S. Belonias
Dr. Aleli A. Villocino
University Administrative
Council

dDRC: Ms. Mary Anne C. Abedejos
Ms Shiela Marie Lemos
Writer: Ms. Ganessa Rose L. Gongora

3. Customers (Voice of the Customer and Customer Relationship)

Mr. Gideon Niel D. Tan
Atty. Rysan C. Guinocor
Dr. Aleli A. Villocino

dDRC: **Mr. Reymart C. Honrada**
Ms. Antonette Cruz
Writer: Ms. Kathleen Mae B. Valencia

2. Strategy (Development and Strategic Plan Implementation)

Dr. Dilberto O. Ferraren
Dr. Daniel Leslie S. Tan
Mr. Toni Marc L. Dargantes
Dr. Beatriz S. Belonias
Dr. Maria Juliet C. Ceniza
Dr. Aleli A. Villocino
Prof. Alan B. Loreto
Engr. Marcelo Abrera

dDRC: Ms. Shara Liz D. Brehonio
Ms. Susana Miñoza
Writer: Ms. Isabelle Mae Amora

4. Workforce (Work Processes and Operational Effectiveness)

Dr. Daniel Leslie S. Tan
Ms. Honey Sofia V. Colis
Ms. Louella C. Ampac
Atty. Rysan C. Guinocor
Ms. Ma. Fe L. Gayanilo
Ms. Jennifer E. Ando
Ms. Miriam De la Torre

dDRC: Ms. Anarose B. Romo
Ms. Jansel Joi Villas
Writer: Ms. Jennifer E. Ando

5. Measurement, Analysis and Knowledge Management

Dr. Rotacio S. Gravoso
Mr. Jed Asaph D. Cortes
Dr. Moises Neil V. Serioño
Atty. Rysan C. Guinocor
Mr. Norman O. Villas
Engr. Sean O. Villagonzalo
Ms. Maria Roberta S. Miraflor
Prof. Rosa Ophelia D. Velarde

dDRC: Mr. Jimbo Posas
Ms. Carmi Suganob
Ms. Maria Lilia P. Vega
Writer: Dr. Ulderico B. Alviola

Overall Coordination

Chairperson: Dr. Joel Rey C. Acob
Co-Chair: Dr. Rotacio S. Gravoso
Members: Dr. Pauline S. Caintic
Dr. Aleli A. Villocino
Ms. Pamela P. Oraño

6. Operations (Work Processes and Operational Effectiveness)

Dr. Beatriz S. Belonias
Dr. Daniel Leslie S. Tan
Dr. Dilberto O. Ferraren
Dr. Aleli A. Villocino
Dr. Maria Juliet C. Ceniza
Ms. Pamela P. Oraño
Dr. Rotacio S. Gravoso
Dr. Ana Marquiza Quilicot
Mr. Toni Marc L. Dargantes
Ms. Chona A. Brit
Dr. Ma. Rachel Kim L. Aure
Prof. Alan B. Loreto
Ms. Jessamine C. Ecleo
Dr. Julius V. Abela
Dr. Elwin Jay V. Yu
Mr. Gerald M. Rivera
Mr. Raymund O. Igcasama
Ms. Marwen A. Castañeda
Ms. Honey Sofia V. Colis
Ms. Miriam dela Torre
Dr. Nancy D. Abunda

dDRC: Ms. Angelica Mae Villahermosa
Ms. Michelle Borleo
Writer: Dr. Maria Vanessa E. Gabunada

Please be guided accordingly.

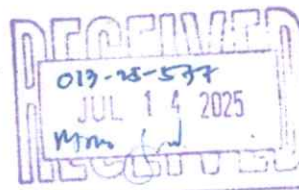

EDGARDO E. TULIN
President



CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered 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. PROSE IVY G. YEPES**, hereinafter referred to as the **FIRST PARTY**;

and-

REYMART C. HONRADA, of legal age, single, Filipino, and with residence and postal address at Brgy. Pontod, Hilongos, Leyte, Philippines, 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 contracts the services of the **SECOND PARTY** as **Administrative Aide III-Customer Feedback Data Analyst** to perform the functions and deliver the following outputs as follows:

- a. Collect, analyze, summarize and prepare report for the interested parties' feedback;
- b. Assist the unit in complying with the Customer Feedback forms;
- c. Assist in the documentation and monitoring of ISO related activities;
- d. Writes feedback or other reports required for Quality Assurance related activities;
- e. Serves as the dDRC of the Customer Feedback Officer;
- f. Do other tasks assigned by the supervisors.

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 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 actual number of working 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;

QUALITY ASSURANCE CENTER

Visayas State University, PQWW+GJF, Baybay City, Leyte
Email: qac@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1076

THAT for and in consideration of the foregoing service, the **FIRST PARTY** binds itself to pay the **SECOND PARTY** in the amount of **Six Hundred Forty Pesos and Fourteen centavos (P640.14)** pesos per day inclusive of ten percent (10%) premium.

THAT 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 it's duly authorized representative. The above payments will be charged to **FF 31-UNIFAST**.

THAT this contract shall take effect **July 1, 2025** until **December 31, 2025** 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.

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.

THAT this Contract does not create an employer-employee relationship between the **First Party** and the **Second Party**;

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.


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 hereunto set their hands this _____ at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY
Baybay City

By:


PROSE IVY G. YEPES
President
(First Party)


REYMART C. HONRADA
(Second Party)

Signed in the presence of:


CHARMAGNE FAITH F. CAPUNO
Customer Feedback Officer


JOEL REY U. ACOB
Director, Quality Assurance


ALICIA M. FLORES
Head, Budgeting


LUVILLA G. ALCOBER
Head, RSPPRO

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 JUL 2025, personally appeared Dr. Prose Ivy G. Yepes with VSU ID No. V002163 and Reymart C. Honrada with DRIVER LICENSE ID No. H05-24-001123, known to me to be the same persons who executed the foregoing contract and acknowledge to me that the same is their free and voluntary act and deed.

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

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Page no.	34
Book No.	411
Series of	2020

ATTY. RYAN C. GUINOCOR
 Victory Public
 Until December 31, 2025
NOTARY PUBLIC
 PFR No. 033274 Baybay City, Leyte
 IBF No. 593557 Tacloban City, Leyte
 Roll of Attorneys No. 57467
 MCLE No. VII-0022195-04/14/2025
 VSU, Baybay City, Leyte

Vision: A global green university providing progressive leadership in agriculture, science & technology, education, and allied fields for societal transformation.

Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.



VISAYAS
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OFFICE OF THE
PRESIDENT



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MEMORANDUM NO. 877
Series of 2025

TO: Mr. Reymart C. Honrada
Customer Feedback Officer-Customer Feedback Analyst

RE: Designation as Deputy Document and Records Controller

FROM: DR. PROSE IVY G. YEPES
University President

DATE: June 24, 2025

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Head, you are hereby designated as **Deputy Document and Records Controller (dDRC)** of your respective office/unit effective July 1, 2025 until December 31, 2025 or until such time that a new dDRC shall have been appointed. As such you are to exercise the following functions:

1. Perform the functions of the Document and Records Controller (DRC) within the unit you are assigned by: a) issuing, maintaining, retrieving and controlling controlled documents; b) assigning of document numbers and other coding controls for document in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes; and d) ensuring the implementation of the control of records.
2. Ensure that there is good coordination among you, the University Document and Records Controller, and the alternate dDRC in all concerns related to document and records control.

Please be guided accordingly.

cc: QA

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
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Phone: +63 53 565 0600 Local 1000



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