



# CERTIFICATE OF PARTICIPATION

This certificate is proudly awarded to

*Elenita Mae D. Fernandez*

for actively participating during the **"Faculty Onboarding  
2nd Semester A.Y. 2023-2024"** held on January 15, 2024 via Zoom.

Given this 15th day of January, 2024 at Visayas State University  
Visca, Baybay City, Leyte, Philippines

**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

**DANIEL LESLIE S. TAN**  
OIC President



**LITERACY PAL**

**LOUVRE TUTORIAL CENTER**

2/F Uptown Plaza Commercial Complex R. Magsaysay Avenue, Baybay City, Leyte

# **CERTIFICATE OF RECOGNITION**

This certificate is hereby presented to

*Glennita Mae D. Fernandez*

for her invaluable contribution as resource speaker during  
the conduct of the one-day Reading Seminar-Workshop  
on July 10, 2023 at Literacy Pal Tutorial Center.

*Sheena*

**SHEENA MAE P. LUBRIO**

**Center Manager**



Visayas State University Graduate Students' Society (VSUGSS)  
and the Graduate School

## CERTIFICATE OF COMPLETION

is presented to

*Elenita Mae D. Fernandez*

For the active participation during the **Training Workshop on Preparing Manuscripts for Publication** held on March 29 – 31, 2023 at the Eco-FARMI Training Hall, Visayas State University, City of Baybay, Leyte, Philippines.

Given this 31st day of March, 2023.

  
**ROCHELE N. ARAGON**  
President, VSUGSS

  
**MANUEL D. GACUTAN, PhD**  
Adviser, VSUGSS

  
**JANABELLA B. TULIN, PhD**  
Dean, Graduate School

  
**CHRISTY M. DESADES, PhD**  
Adviser, VSUGSS



ADARNA GROUP  
FOUNDATION, INC.  
Bawat Batang Filipino Nakaabaso

Adarna House



## CERTIFICATE OF ATTENDANCE

This is to certify that

**Elenita Mae Dador Fernandez**

attended the **Eager Reader Webinar: Learning through Play**  
organized by Adarna Group Foundation, Inc. and Adarna House, Inc. on October 29, 2022.  
Accreditation number **PTR-2019-308-2109** with **2** CPD units.



*Emelina S. Almario*

**Emelina S. Almario**

President

Adarna Group Foundation, Inc.





# CERTIFICATE

OF COMPLETION

IS PRESENTED TO :

*Elenita Mae D. Fernandez*

For actively participating in the "VSU Graduate School Onboarding for Faculty and Students" on February 24, 2022 via Zoom & VSU FB page

Given this 24th day of February, 2022 at Visayas State University,  
Visca, Baybay City, Leyte, Philippines

*Anabella B. Tulin*  
**ANABELLA B. TULIN**  
DEAN, GRADUATE SCHOOL

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
VP FOR ACADEMIC AFFAIRS



International Council for Online Educational Standards

Awards this Certificate to

**Elenita Mae Dador Fernandez**

for the successful completion of the

Special Educational Needs

course with International Open Academy

Grade :

Merit

Date Of Completion:

July 2021

Certificate Number :

100-277441



Dr. J. Garau Ph.D., MA, BA  
Secretary  
ICOES Advisory Board



# **CERTIFICATE**

OF

## **CONTINUING PROFESSIONAL DEVELOPMENT**

The CPD Certification Service  
certifies that

**Elenita Mae Dador Fernandez**

the above named has participated  
in the following CPD activity

**Special Educational Needs**

CPD Provider Organisation  
**International Open Academy**

An initiative to increase standards of CPD  
provision to professionals in relevant market  
sectors

Date of CPD Activity: **July 2021**

No. CPD Hours / Points: **50**

**CPD**  
**CERTIFIED**  
The CPD Certification  
Service

The Coach House, Ealing Green, London W5 5ER  
Email: [info@cpduk.co.uk](mailto:info@cpduk.co.uk) Web: [www.cpduk.co.uk](http://www.cpduk.co.uk)  
Tel: 020 8840 4383 Fax: 020 8579 3991



Louvre Tutorial Center (Literacy Pal)  
Zone 23, 30 de Diciembre St. Baybay City, Leyte

*Certificate of Participation*

is awarded to

**ELENITA MAE FERNANDEZ**

for her active participation during the Reading Seminar-Workshop held at Literacy Pal Tutorial Center, Baybay City, Leyte on April 12, 2021.

Given this 12<sup>th</sup> day of April 2021 at Literacy Pal Tutorial Center.

*Sheena*

**SHEENA MAE P. LUBRIO**

**Center Manager**

*Marhel*

**MARHEL G. SACRO**

**Head Tutor**

*Nonita*

**NONITA PASANA**

**Center Owner**



# CERTIFICATE OF PARTICIPATION

This certificate is awarded to

**Elenita Mae Fernandez**

For attending the Workshop on  
**Addressing Behavioural Challenges in Children with Special  
Needs**

8-7-2021

DATE



Ms. Tejashree Gambhir  
Program Speaker





# Internet in the Digital Age Exposure, Reading Habits, and Metacognitive Awareness of Reading Strategies

Annie A. Parmis, Elenita Mae D. Fernandez, Hannah R. Barro

Department of Liberal Arts and Behavioral Sciences, Visayas State University, Baybay City, Leyte Philippines

Email address: gravoso.annie @ gmail.com

**Abstract**— This study delved into the internet in the digital age exposure, reading habits, and metacognitive awareness of reading strategies of the fifty (50) graduating Bachelor of Arts in English Language (AB-EL) students at the Visayas State University (VSU). Data were gathered using a survey questionnaire on the internet in the digital age exposure and reading habits adopted from Chauhan and Lal (2012), and another survey questionnaire adopted from Mokhtari and Reichard (2002) on the Metacognitive Awareness of Reading Strategies Investigation (MARS). This study used a descriptive survey research design. Data were analyzed using descriptive statistics. To determine relationships among variables, the Pearson chi-square method was used. Results showed that the reading habits of the students had shifted from paper-based reading to internet-based reading as students read online information than in newspapers. Results further showed that students' other online activities included looking at photos and chatting with friends which could also serve as factors in developing their reading habits. Facebook as the content usually clicked by the respondents was considered a tool for educational purposes that helped them access online information and news in the digital format. Reading materials related to the habits and interests of the students served as motivating factors in developing their reading habits. Moreover, there is a significant relationship between the contents usually clicked by the students when online and their techniques to develop their reading habits. This implies that the development of technology along with the internet in the digital age exposure helped develop the reading habits of the respondents. Thus, the study suggests that respondents make use of the application in the internet digital format to enhance their reading habits. On the other hand, among the respondents' metacognitive awareness of reading strategies, 66% of them got "high" score, 14% got "extremely high" score, 18% got "moderate", and only 2% got "extremely low" score. This implies that majority of the respondents were highly exposed to the different metacognitive reading strategies. Findings also revealed that among the 22 strategies indicated, the respondents "usually" and "sometimes" do these strategies. This means that the metacognitive reading strategies helped them evaluate and comprehend the text easily. Since majority of the students had a high percentage of the metacognitive awareness of the reading strategies, this study suggests that they continue to make use of these reading strategies for easier comprehension and foster knowledge acquisition toward reading proficiency. It is also advisable to come up with more reading strategies for smooth learning such as familiarization, memorization, and reading comprehension to improve one's level of intelligence.

**Keywords**— Internet, digital age, exposure, reading habits, metacognitive awareness, reading strategies.

## I. INTRODUCTION

The internet has changed the world in an incalculable number of ways (Verma and Malviya, 2009). It has changed the way people communicate, the way business is done, and the way information is shared and received. The internet has also had a great effect on people's reading habits, as it has changed the way people expect to receive both information and entertainment. Younger generations have grown up with computers (Franklin and Plum, 2006). Digital resources are more frequently used by younger readers than older ones. It is believed that digital resources decrease the quality and rigor of research literature searches. According to Palani (2012), reading habit is an essential aspect for creating a literate society in this world. It shapes the personality of individuals and it helps them to develop proper thinking methods and creates new ideas. However, the developments in the mass media had continued to influence interest in reading hard copy of literatures such as books, magazines, and journals, among others. Meanwhile, metacognition is often referred to as "thinking about thinking" (Jaleel and Premachandran, 2016). Metacognition is a regulatory system that helps a person understand and control his or her own cognitive performance. Metacognition allows people to take charge of their own learning (Hacker, 2009). Sometimes people use the phrase 'going meta' when talking about metacognition, referring to

the process of stepping back to see what one is doing, as if he or she were someone else observing it. 'Going meta' means becoming an audience of one's own performance, in this case, one's own intellectual performance. Metacognition involves awareness of how they learn, evaluation of their learning needs, generating strategies to meet these needs, and then implementing the strategies. Because only few studies explored on the students' current reading habits as they are exposed in this internet digital age as well as assist the understanding of the students' reading problems, it is important to investigate their internet in the digital age exposure, reading habits, and metacognitive awareness of reading strategies.

### Objectives of the Study

Generally, this study aimed to know the graduating AB-EL students' internet in the digital age exposure, reading habits, and metacognitive awareness of reading strategies. Specifically, the study aimed to:

1. Determine the respondents' reading habits;
2. Survey the respondents' use of the internet and other alternative multimedia resources in reading habits;
3. Determine the respondents' other online activities;
4. Determine the content the respondents usually click when online;



# Certificate of Publication



This Certificate is Presented to

**Annie A. Parmis, Ana Marquiza M. Quilicot, Elenita Mae D. Fernandez and Karisse Nikka B. Solano**

In Recognition of Publication of a Book Titled

**Language and Science: Study Guide**

with Services for Science and Education - United Kingdom



**Dr. Edward M. James**  
Editor-in-Chief

Services for Science & Education  
United Kingdom



Republic of the Philippines  
Department of Education  
Region VIII  
**SCHOOLS DIVISION OF BAYBAY CITY**  
Diversion Road, Gaas, Baybay City, Leyte

Awards this

# Certificate of Recognition

to

**ELENITA MAE FERNANDEZ**

for his/her exemplary performance shown during the **2024 DIVISION SCHOOLS PRESS CONFERENCE**  
thereby conferring upon the award as

**4th PLACER – COACH**

in NEWS WRITING – ENGLISH (Secondary)  
held at Baybay II Central School, Baybay City, Leyte.

Given this 15th of April 2024 at Baybay National High School, Baybay City, Leyte.

**MANUEL P. ALBAÑO PhD, CESO V**

Schools Division Superintendent



Rate/subject/semester = No. of units X credit hours/unit/semester X hourly rate (either P156, 207.70 and 308.44 for BS, MS or PhD holder, respectively)

- The total number of hours to be paid per semester shall not exceed the maximum contact hours of her/his teaching load for the 2<sup>ND</sup> semester of SY 2023-2024 plus the number of spent attending the Faculty Onboarding conducted on \_\_\_\_\_ until \_\_\_\_\_, as certified by the University Registrar and the Office of the Director of Instruction and Evaluation, respectively.
2. Monthly payment shall be supported with a Daily Time Record (DTR) and monthly accomplishment report of the SECOND PARTY, as certified by the Department Head on all the mandated teaching tasks as enumerated in the paragraph 5, items 1 to 11.
  3. The last month's salary shall also be supported with a certification that the SECOND PARTY has complied with his/her responsibilities stipulated in paragraphs 5, items 12-14, re: submission of grades to the Registrar's Office, turning over of hard copies of class records, and clearance from the University.
  4. Preparation pay shall be released at the last month of the semester and will be computed, as follows:

Lecture subjects:

Preparation pay = number of preparations x .33 x rate per hour x contact hours

Laboratory subjects:

Preparation pay = number of preparations x .11 x rate per hour x contact hours

THAT in the event the SECOND PARTY pre-terminates this contract without reasonable cause he shall be made to pay a penalty of Fifty Thousand Pesos (P50,000.00) without prejudice to filing a case against him for breach of contract.

THAT the SECOND PARTY shall preserve the confidentiality of data and other information pertaining to the University, its faculty, staff, and students. Any disclosure and divulgement of confidential information (including grades, personal information kept on computer or other media, research, technologies and manuals) made unlawfully outside the proper course of duty will be grounds for contract termination without prejudice to filing of an appropriate case in Court. The confidentiality clause still applies even if the SECOND PARTY is no longer connected with the VSU unless the University gives its expressed consent.

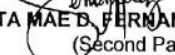
THAT the SECOND PARTY shall at all times adhere to all the existing policies, rules and regulations of the University.

THAT this agreement shall not in any manner result to any employer-employee relationship between the parties. This Contract supersedes the Old Contract.

IN WITNESS WHEREOF, we have hereunto affixed our signatures this \_\_\_\_ day of \_\_\_\_\_, 2024, at Baybay, Leyte, Philippines.

By:

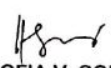
  
DANIEL LESLIE S. TAN  
DIC-University President  
(First Party)

  
ELENITA MAE D. FERNANDEZ  
(Second Party)

Signed in the presence of:

  
SHALOM GRACE S. VEGA  
Dept. Head

  
ALICIA M. FLORES  
Head, Budget Office

  
HONEY SOFIA V. COLIS  
Director, HRMO

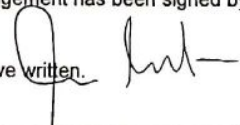
PROVINCE OF LEYTE)  
REPUBLIC OF THE PHILIPPINES) S.S.  
MUNICIPALITY OF BAYBAY)

BEFORE ME, this FEB 19 2024 day of \_\_\_\_\_, personally appeared Dr. Daniel Leslie S. Tan with valid w/ valid ID No. V00501 and Elenita M. Fernandez with valid ID No. \_\_\_\_\_ 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.

Doc. No. 357  
Page No. 92  
Book No. 657  
Series of 704

  
Notary Public





**CONTRACT FOR TEACHING SERVICES**  
(Job Order Status)

**KNOW ALL MEN BY THESE PRESENTS:**

*This Agreement entered into by and between:*

The **VISAYAS STATE UNIVERSITY (VSU)**, 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 Visayas State University by virtue of Republic Act No. 9347, with principal office at Baybay City, Leyte, duly represented by its University President, **DR. DANIEL LESLIE S. TAN**, hereinafter referred to as the **FIRST PARTY**;

and-  
**ELENITA MAE D. FERNANDEZ** of legal age, female, Filipino and residing at **Mahaplag, Leyte**, hereinafter referred to as the **SECOND PARTY**;

**WITNESSETH:**

WHEREAS, the **FIRST PARTY** is in need of a **Part-time** faculty member who will teach subjects **English I, English II and Immersion** at the **VSU Integrated High School**, VSU, Baybay, Leyte during the 2<sup>nd</sup> Semester, SY 2023 at 2024 per hour (P207.70 per hour for **MS Degree holder**, respectively) of actual teaching service, the total amount received per month should not exceed the monthly salary of an equivalent regular position of Instructor I, Instructor III, Assistant Professor IV for BS, MS, and PhD degree holder, respectively. Furthermore, a preparation pay will be given at the end of the semester, which will serve as supplemental payment for other tasks done outside the actual teaching hours such as, preparing learning materials for the class, grading exams and other course requirements, student consultation and feed backing, as well as computation and submission of grades. The preparation pay will be computed per subject of not more than four (4) different class preparations for lecture and actual number of subjects for laboratory,

WHEREAS, the **SECOND PARTY** possesses the needed professional and technical expertise to undertake the aforementioned job and is willing to be paid on a per hour basis, based on the actual teaching hours prescribed for each course/section handled, which shall commence on the first day of the start of classes and to end on the last day of the final examination. Attendance to the Faculty Onboarding will be paid, while missed class hours due to absence or due to officially declared class suspensions shall be paid after presentation of proof of conduct of make-up classes.

Now, **THEREFORE**, premises considered, the parties hereto have hereby agreed as they have agreed under the terms and conditions, as follows:

**THAT** the **SECOND PARTY** hereby undertakes the aforementioned job under the direct supervision of the **FIRST PARTY** or duly authorized representative, particularly to perform the teaching services of the courses assigned to her/him during the 2<sup>nd</sup> Semester SY 2023-2024 but not limited to the following:

1. Prepare learning materials for the classes assigned.
2. Conduct classes as scheduled,
3. Conduct make-up classes in case of absence or officially declared class suspensions,
4. Employ varied teaching strategies to enhance the student learning,
5. Apply/conduct applicable modes of assessment of student learning,
6. Maintain an updated and orderly class record of all classes handled,
7. Conduct examinations and other appropriate performance assessment tasks, and give relevant assignments and other course requirements,
8. Return corrected test papers and other assessment outputs to the students, and provide regular feedback to students on their class performance for improvement,
9. Perform other tasks that may be assigned by the Department Head or the College Dean to facilitate or enhance student learning,
10. Attend to student queries and other class-related concerns even outside class hours,
11. Attend/participate in orientation and seminars and other instruction-related activities conducted/spearheaded by the university to improve their teaching competencies,
12. Compute and submit grades and turn over class records to the Department Head on or before the deadline of grade submission,
13. Turn over complete hard copies of class records, data, learning materials, equipment, and other things that come into his/her possession because of his/her job to the department after the end of the semester. Hard copies of class records shall be turned over to another faculty or to the Department Head. In case of INC grades of some students, details on when and how the students can complete the grades should be provided.
14. Pass clearance at the end of semester.

**THAT** the hourly pay plus preparation pay remunerated to the **SECOND PARTY** cover the above-mentioned tasks.

**THAT** for and in consideration of the foregoing job to be performed, the **FIRST PARTY** agrees to hire and pay the **SECOND PARTY** on a monthly basis, and the details of the payment shall be as follows:

1. The computation for the rate/subject/semester will be as follows:



3. Monthly payment shall be supported with a Daily Time Record (DTR) and accomplishment report of the performance by the SECOND PARTY certified by the Department Head of all the mandated teaching jobs as enumerated in the preceding paragraph, sub par. 1 to 5.
4. Last month's salary shall likewise be supported with a certification from the Department Head that the SECOND PARTY complied with his/her teaching functions in the preceding paragraph, sub. par. 6 to 7 re: submission of grades, class records and clearance to the Department Head.
5. Preparation pay to be released at the last month of the semester. It shall cover but not limited to the preparation of the required flexible learning materials of the subjects to be handled. The computation for the preparation pay will be as follows:

For lecture subjects:  
Preparation pay = number of preparations x .33 x rate per subject/semester  
For laboratory subjects:  
Preparation pay = number of preparations x .11 x rate per subject/semester

THAT the SECOND PARTY is required to attend/participate orientation and various webinars and teaching activities conducted/spearheaded by the university to improve their teaching competencies particularly during the new normal.

THAT in the event the SECOND PARTY pre-terminates this contract without reasonable cause he shall be made to pay a penalty of Fifty Thousand Pesos (P50,000.00) without prejudice to filing a case against him for breach of contract.

THAT the SECOND PARTY is required to turn-over all class records, data, learning 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.

THAT the SECOND PARTY should also adhere to existing rules and regulations of the University.

THAT this agreement will not in any manner result to any employer-employee relationship between the parties.

IN WITNESS WHEREOF, we have hereunto affixed our signatures this 29 DEC 2023 day of \_\_\_\_\_, 2024, at Baybay, Leyte, Philippines.


By:


  
**DANIEL LESLIE S. TAN**  
OIC-University President  
(First Party)

  
**ELENITA MAE D. FERNANDEZ**  
(Second Party)

Signed in the presence of:

  
**SHALOM GRACE C. SUGANO**  
Dept. Head

  
**ALICIA M. FLORES**  
Head, Budget Office

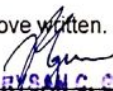
  
**HONEY SOFIA V. COLIS**  
OIC Director, ODHRM

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

BEFORE ME, this 29 DEC 2023 day of \_\_\_\_\_, personally appeared Dr. Daniel Leslie S. Tan with valid ID No. VOO501 and Ms. Elenita Mae D. Fernandez with valid ID No. \_\_\_\_\_ 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. RYSAN C. GUINOCAN**  
Notary Public

Until December 31, 2023

PTR No. 0122334 Baybay, Leyte- 1/23/2023

IBP No. 250100- Tacloban City- 1/18/2023

Roll of Attorneys No. 57467

MCLE No. VII- 0024195- 04/14/2023

Doc. No. 1828  
Page No. 14  
Book No. XIV  
Series of 2023

**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 2 of 2

FM-LEG-03  
v1 06-10-2020

No. IHS-006-CS24





**CONTRACT FOR TEACHING SERVICES**  
(Job Order Status)

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into by and between:

The **VISAYAS STATE UNIVERSITY (VSU)**, 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. 9437 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. DANIEL LESLIE S. TAN**, hereinafter referred to as the **FIRST PARTY**;

and-

**ELENITA MAE D. FERNANDEZ** of legal age, female, Filipino and residing at **Mahaplag, Leyte**, hereinafter referred to as the **SECOND PARTY**;

**WITNESSETH:**

WHEREAS, the **FIRST PARTY** is in need of one with the desired expertise who will teach subjects **English I, English II and Immersion** at the **VSU Integrated High School**, VSU, Baybay, Leyte during the 2<sup>ND</sup> Semester at **P207.70 per hour for MS degree holder**, respectively) of actual teaching service, the total amount received for one month should not exceed the monthly salary of an equivalent regular position of Instructor I. Furthermore, a preparation pay per subject of not more than four (4) different courses/subjects for lecture and actual number of subjects for laboratory, will be given at the end of the contract. The preparation pay will serve as supplemental payment for other tasks done outside the actual teaching hours such as, preparing for the class, checking exams and other requirements, student consultation, and computation and submission of grades.

WHEREAS, the **SECOND PARTY** possesses the needed expertise to undertake the aforementioned job and is willing to be paid on a per hour basis; based on actual teaching hours, to commence on the first day of the start of classes and at the end on the last day of the final examination. Attendance to the faculty On Boarding will be paid, and missed class hours due to absence or officially declared class suspensions shall be paid after presentation of proof of conduct of make-up classes.

Now, THEREFORE, premises considered, the parties hereto have hereby agreed as they have agreed under the terms and conditions, as follows:

THAT the **SECOND PARTY** hereby undertakes the aforementioned job under the direct supervision of the **FIRST PARTY** or duly authorized representative, particularly to perform the teaching services of the courses assigned to her/him during the 2<sup>nd</sup> Semester SY 2024-2025 but not limited to the following:

1. Conduct classes as scheduled
2. Introduce various strategies to enhance the student learning.
3. Apply/conduct applicable modes of assessment of the learnings gained by the students from his/her classes, maintain class records, check and return these assessment/test papers to students
4. Perform other tasks assigned by the Department Head and the College Dean to facilitate the effective teaching.
5. Attends to student queries even outside class hours.
6. Submit grades and turn over class records to the Department Head on or after the deadline for grade submission.
7. Pass clearance at the end of semester.

THAT the hourly pay plus preparation pay remunerated to the **SECOND PARTY** covers the above-mentioned activities.

THAT for and in consideration of the foregoing job to be performed on a flexible class schedule, the **FIRST PARTY** agrees to hire and pay the **SECOND PARTY** on a monthly basis and the details of the payment shall be as follows:

**Rate/subject/semester = No. of units X credit hours/unit/semester X hourly rate (either P156, 207.70 and 308.44 for BS, MS or PhD holder, respectively)**

1. The computation for the rate/subject/semester will be as follows:
2. The total number of hours to be paid per semester shall not exceed the maximum contact hours of her/his teaching load for the 2<sup>ND</sup> semester of SY 2024-2025 plus the number of hours while participating the On Boarding activity of Faculty on \_\_\_\_\_, as certified by the University Registrar and Office of the Director of Instruction and Evaluation, respectively.



## **LITERACY PAL TUTORIAL CENTER**

R. Maguway Avenue, 2<sup>nd</sup> level Baybay Uptown Plaza  
Baybay City, Leyte  
Business Permit # 4842 (Private Education Services N.E.C.)  
E-mail: literacypalnewnormal@gmail.com

---

### **CERTIFICATE OF EMPLOYMENT**

This is to certify that **MS. ELENITA MAE D. FERNANDEZ** was employed at **Louvre Tutorial Center (Literacy Pal)** as a **Reading and an Academic Tutor** from **January 2020 to present**. This certification is being issued upon the request of the aforementioned name for whatever legal purpose it may serve her.

Issued this 16<sup>th</sup> day of May 2024, Baybay City, Leyte.

Signed:

  
**SHEENA MAE P. LUBRIO**  
Center Manager

  
**JANICE O. STA. IGLESIA**  
Head Tutor