

NAME: ALAO FLORDELAIN TORREJOS (If married woman, give also full maiden name)

BIRTH: 08/07/1993 Pomponan, Baybay, Leyte (Date herein should be checked from birth or baptismal certificate or some other reliable documents.)

GSIS POLICY NO.

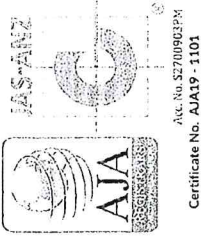
RECORD OF SERVICE		RECORD OF APPOINTMENT			OFFICE/ENTITY		L/ABS W/O PAY	SEPARATION	
FROM	TO	DESIGNATION	Status	Annual Salary	Station Place of Assignment	Branch		Dates	Cause
06-05-17	12-31-17	Instructor I	Temporary	256,644.00	NwSSU	National		Original	
01-01-18	06-04-18	-do-	-do-	265,788.00	-do-	-do-		Sal.Adj. per NBC#572	
06-05-18	12-31-18	-do-	-do-	265,788.00	-do-	-do-		Reappointment (Renewal)	
01-01-19	06-04-19	-do-	-do-	275,256.00	-do-	-do-		Sal.Adj. per NBC#575	
06-05-19	12-31-19	-do-	-do-	275,256.00	-do-	-do-		Reappointment (Renewal)	
01-01-20	-----	-do-	-do-	293,940.00	-do-	-do-		Sal.Adj. per NBC#579	
01-02-20	06-04-20	Instructor I	-do-	293,940.00	-do-	-do-			
06-05-20	Present	-do-	-do-	293,940.00	-do-	-do-		Reappointment (Renewal)	
***** STILL IN THE SERVICE ***** (Director, Office of the Instructional Materials Development and Production)									
***** XEROX/MACHINE COPY ***** MARIA V. H Administrative Officer NwSSU, Calbayog City Date: / /									

August 14, 2020
(Date)

MARIA JONA V. TY
Name of Authorized Officials *g*
Administrative Officer V / HRMO
Designation



Republic of the Philippines
Northwest Samar State University
Main Campus
Calbayog City, Samar 6707
Website: <http://www.nwssu.edu.ph>
Mobile Phone No.: +639173942959



ISO 9001:2015 Certified

OFFICE OF THE UNIVERSITY PRESIDENT

Office Order
No. 295, s. 2019

December 18, 2019

To: : **Ms. FLORDELAINE T. ALAO**
From: : **THE UNIVERSITY PRESIDENT**
Subject : **DESIGNATION AS DIRECTOR FOR THE OFFICE OF INSTRUCTIONAL MATERIALS DEVELOPMENT AND PRODUCTION**

1.0 In order to strengthen our efforts in the area of instructional materials development and production to meet the ends and improve our capability in delivering the learning activities to our students, you are hereby designated as the director of the OFFICE OF INSTRUCTIONAL MATERIALS DEVELOPMENT AND PRODUCTION starting January 2, 2020.

2.0 The following are your duties and functions to wit:

- 2.1 Plans and implements program and strategy to complete the required instructional materials for the programs offered in different colleges according to the provisions indicated in the approved INSTRUCTIONAL MATERIALS DEVELOPMENT MANUAL.
 - 2.2 Serves as the committee chairman of the instructional development committee adhering to all duties and functions of the committee based on the approved guidelines.
 - 2.3 Conduct periodic evaluation on the progress as to the extent of the number of approved IMs per faculty, per program and per college.
 - 2.4 Coordinate with the College Deans on the requirement of IMs.
 - 2.5 Keep records of approved IMs and provide copies to program chairs, deans, record section and file.
 - 2.6 And such other functions are required by your immediate supervisor.
- 3.0 Your status of leave shall be on sick and vacation leave basis.
- 4.0 This designation entitles the faculty to have only nine (9) hours academic workload.
- 5.0 You shall be under the supervision of the Office of the Vice President for Academic Affairs.

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Page No. 6
Book No. 1
Series of 2021.

Copy furnished:

- Faculty/Personnel Concerned
- VPs: AA REEA and Records Officer
- Deans: CET CoED CIT CoM CAS
- CAC
- HRMO
- File

CERTIFIED TRUE COPY FROM THE ORIGINAL

FLORDELAINE T. ALAO

SUBSCRIBED AND SWORN to before me this 16th day of December, 2019 at Calbayog City, Leyte, Philippines.

BENJAMIN L. PECAYO, Ed.D.

SUC President III

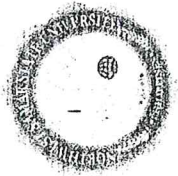
ATTY. STEPHEN M. AMPADONG
Public Attorney
Pursuant to R.A. 9406

NWSSU RECORDS SECTION

REF 27 2019 20

DATE:

TIME: 10:26



Republic of the Philippines
Northwest Samar State University
Rueda St., Calbayog City 6710
Website: <http://www.nwssu.edu.ph>
Email:
Telefax: (055) 2093657

ISO 9001:2015 Certified



Acc No. 52709903PM
Certificate No. AJA19 - 1101

PANUNUMPA SA KATUNGKULAN

Ako, si **Ms. FLORELAINE T. ALAO** na itinalaga sa katungkulan bilang **Director**, for **the Office of Instructional Materials Development and Production**, ng Northwest Samar State University, Lungsod ng Calbayog, ay taimtim na nanunumpa na aking itataguyod at ipagtatanggol ang mga layunin at mga adhikain ng samahan; na ako'y nananalig at tatalima sa mga itinatagubilin nito; susundin ko ang mga batas ng Republika ng Pilipinas at mga kautusang pinaiiral ng mga sadyang itinakdang may kapangyarihan; at kusa kong babalikatin ang pananagutang ito, ng walang pasubali at hangaring umiwas.

KASHIHAN NAWA AKO NG DIYOS.

FLORELAINE T. ALAO
Lagda

Nilagdaan at pinanunumpa sa harap ko ngayong ika 10 ng February 2020, sa lungsod ng Calbayog, Samar.

CERTIFIED TRUE COPY FROM THE ORIGINAL

FLORELAINE T. ALAO

SUBSCRIBED AND SWORN to before me this 16th day of December, 2020 at Baybay City, Leyte, Philippines.

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BENJAMIN D. PECAYO, F.L.D.
University President
Tagapagpanumpa



CERTIFICATE OF EMPLOYMENT

To Whom It May Concern:

This is to certify that **Ms. Flordelaine T. Alao** had been employed in the Philippine Higher Education Research Network (PHERNet) Program based in Visayas State University as Science Research Assistant (SRA) from January 2015 to December 2015.

As SRA, her duties and responsibilities include:

- a. Assisted the study leader in setting up the experiments, monitoring, gathering and analysis of data;
- b. Organized hands-on training on product processes to selected farmer cooperators;
- c. Documented the different meetings and consultations with the stakeholders in the selected sites in Eastern Visayas;
- d. Consolidated data needed for the preparation of periodic research reports.

This is issued to **Ms. Alao** upon her request for whatever legal purposes this may serve.

Issued this 19th day of February 2016 at Visayas State University, Visca, Baybay City, Leyte.


ROTACIO S. GRAVOSO
Project Leader P5
PHERNet Program
Visayas State University

Noted by:


OTHELLO B. CAPINO
PHERNet Program Director and
Vice President for Research and Extension
Visayas State University - TAMPADONG
Public Attorney I
Pursuant to RA 9406

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7/9



Republic of the Philippines
Visayas State University
Visca, Baybay City

JOB ORDER

NAME	DESIGNATION	RATE	PERIOD OF EMPLOYMENT		FUNDING CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGEMENT
			FROM	TO			
FLORDELAINA T. ALAO X-X-X-X-X-X-X-X Replacement of C. Gloria	Broadcast Announcer/ Producer	P360.00/day	February 1, 2016	June 30, 2016	GF	VSU Radio DYDC-FM CERTIFIED TRUE COPY FROM THE ORIGINAL # 0426 SUBSCRIBED AND SWORN before me this 16th day of December, 2020 at Baybay City, Leyte ATTY. STEPHEN M. TAMPADONG Public Attorney I Pursuant to R.A. 19406	

JOB DESCRIPTION:

1. Serves as program handler
2. Writes and produces scripts for Kalambugan news
3. Conducts interviews for hadspads
4. Does outside broadcast during live coverage of the station
5. Performs other task that maybe assigned by the supervisor

The said job order shall automatically cease upon its expiration as stipulated above, unless renewed. However, services of the above-named can be terminated prior to the expiration of the Job Order for lack of funds or when their services are no longer needed. Furthermore, the services rendered hereunder is not considered or will never be accredited as government service.

Prepared by:

EDDIE M. ISRAEL
Admin. Aide VI

Requested by:

CHRISTINA A. GABRILLO
Head, VSU Radio DYDC-FM

Certified as the existence of Appropriate/Obligation:

ANITA G. GODOY
Budget Officer

Certified that appointment is in order and proper:

TERESITA L. QUINANOLA
Head, PRPEO

Recommending Approval:

REMBERTO A. PATINDOL
Vice President for Administration and Finance

APPROVED:

EDGARDO E. TULIN
President

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Republic of the Philippines
NORTHWEST SAMAR STATE UNIVERSITY
Main Campus, Calbayog City

SUMMARY OF PERFORMANCE RATING FOR FACULTY

Name of Faculty : **ALAO, FLORDELAINE T.**
Supervisor : **FE C. MONTECALVO**
College/ Department : **College of Arts and Sciences**
Semester : **First Semester**
School Year : **2018-2019**

Evaluator	Rating	Weight	Weighted Points
A. Self	96	0.2	19.2
B. Peer	98.25	0.2	19.65
C. Student	91.38	0.3	27.414
D. Supervisor	90	0.3	27
Weighted Rating	93.264		
Descriptive Equivalent	Outstanding (O)		

Descriptive Equivalent of Numerical Rating:

CERTIFIED TRUE COPY FROM THE ORIGINAL

FLORDELAINE T. ALAO

SUBSCRIBED AND SWORN to before me this 16th day of November, 2020 at Baybay City, Leyte, Philippines.

Scale

91 – 100

71 – 90

51 – 70

31 – 50

10 – 30

Outstanding (O)

Very Satisfactory (VS)

Satisfactory (S)

Unsatisfactory (US)

Poor (P)

ATTY. STEPHEN JAY M. PAMPADONG
Public Attorney I
Pursuant to R.A. 9406

Evaluated by:

Signature of Faculty/Conformee:

Fe C. Montecalvo
FE C. MONTECALVO, Ed.D.
Dean, CAS

Alao, Flordeleine T.
ALAO, FLORDELAINE T.
Faculty

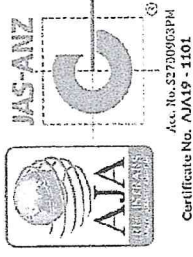
Date:

Date:



Republic of the Philippines
NORTHWEST SAMAR STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
Main Campus, Calbayog City

Actualizing visions.
Harnessing potentials.
Improving lives.



SUMMARY OF PERFORMANCE RATING FOR FACULTY

Name of Faculty : ALAO, FLORDELAINE T.
Supervisor : ARMANDO A. ALVIOLA, Ph.D.
College/ Department : College of Arts and Sciences
Semester : First Semester
School Year : 2019-202

Evaluator	Rating	Weight	Weighted Points
A. Self	100.00	0.2	20.00
B. Peer	99.60	0.2	19.92
C. Student	96.93	0.3	29.08
D. Supervisor	90.00	0.3	27.00
Weighted Rating	96.00		
Descriptive Equivalent	Outstanding (O)		

Descriptive Equivalent of Numerical Rating:

Scale
91 – 100
71 – 90
51 – 70
31 – 50
10 – 30

Outstanding (O)
Very Satisfactory (VS)
Satisfactory (S)
Unsatisfactory (US)
Poor (P)

CERTIFIED TRUE COPY FROM THE ORIGINAL
FLORDELAINE T. ALAO

SUBSCRIBED AND SWORN to before me this 16th day of
December, 2020 at Baybay City, Leyte, Philippines.

Evaluated by:

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Signature of Faculty/Conformee:
Public Attorney
Pursuant to R.A. 9406

ARMANDO A. ALVIOLA, Ph.D.

Dean, CAS

ALAO, FLORDELAINE T.

Faculty

Date: 01/08/20

Date: 01/08/20



Republic of the Philippines
Visayas State University
Visca, Baybay City

JOB ORDER

NAME	DESIGNATION	RATE	PERIOD OF EMPLOYMENT		FUNDING CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGEMENT
			FROM	TO			
FLORDELAIN T. ALAO X-X-X-X-X-X-X-X-X	Broadcast Announcer/ Producer	P360.00/day	February 1, 2016	June 30, 2016	GF	VSU Radio DYDC-FM	

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Prepared by:

EDDIE M. ISRAEL
Admin. Aide VI

Requested by:

CHRISTINA A. GABRILLO
Head, VSU Radio DYDC-FM

Certified as the existence of Appropriate/Obligation:

ANITA G. GODOY
Budget Officer

Certified that appointment is in order and proper:

TERESITA L. QUIÑANOLA
Head, PRPEO

Recommending Approval:

REMBERTO A. PATINDOL
Vice President for Administration
and Finance

APPROVED:

EDGARDO E. TULIN
President

CERTIFIED TRUE COPY FROM THE ORIGINAL

FLORDELAIN T. ALAO

SUBSCRIBED AND SWORN before me this 16th day of December, 2020 at Baybay City, Leyte.

ATTY. STEPHEN V. TAMPADONG

Public Attorney I

Pursuant to R.A. 9406

DQC No. 118

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