

Franciscan College of the Immaculate Conception, Baybay, Leyte, Incorporated
Baybay City, Leyte

July 20, 2020

APPOINTMENT
Academic Year 2020 - 2021

Miss Tracie B. Ranez
Head for Laboratories
FCIC, Baybay City, Leyte

Dear Miss Ranez,

You are hereby appointed as Head for Laboratories of the Franciscan College of the Immaculate Conception, Baybay, Leyte, Incorporated for a term of one (1) academic year (August 3, 2020 to July 31, 2021), effective August 3, 2020.

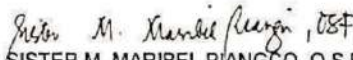
You are in charge of coordinating and directing the overall operations and activities of the school's laboratories to attain the academic objectives in line with the school policies.

Please see the President for the details of your assignment.

Other Conditions:


1. You hereby agree to attend and participate in meetings, in-service trainings, seminars and other development programs required by the school, including school activities/ functions, in order to continually improve and enhance your effectivity as an employee of FCIC.
2. You hereby agree to abide by and follow the policies, rules and regulations and carry out the mission and vision of FCIC.
3. Parties fully agree that the provisions of the Faculty/ Administrative/ NTP Manual are deemed part of this agreement.

This appointment shall be in effect from the date the appointee affixes her signature.


SISTER M. MARIBEL PIANGCO, O.S.F.
President

Conforme:

TIN: 177-251-505


MISS TRACIE B. RANEZ
Appointee

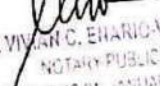
Date: 7/20/20

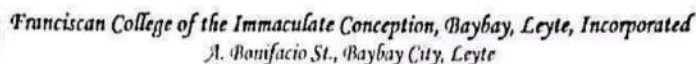
TIN: 498-823-075

CC. President
Head for Finance
Head for Human Resources Management and Development

Subscribed and sworn to before me this 20 JUL 2020, 2020 at Baybay City, Leyte, Philippines.

DUC. NO. 745
PAGE NO. 75
BOOK NO. XVI
DATE OF 2020


ATTY. VIVIAN C. ENARIG-VIDALLON
NOTARY PUBLIC
NO. NO. 14-19-12411, JANUARY 14, 2020
UNTIL DECEMBER 31, 2021
ROLL NO. 42837
PTR NO. 372314, NOV 2020, BAYBAY CITY, LEYTE
IBP NO. 195471, 11/27/2019, LEYTE
MOLE COMPLIANCE NO. 14141193



APPOINTMENT
Academic Year 2021 - 2022

Dear Miss Ranez,

As In-charge of Science Laboratories, you are responsible for maintaining and keeping adequate and functional General Science, Biology, Chemistry, and Physics laboratories to attain the academic objectives of these departments in line with the school policies.

Please see the **President** for the details of your assignment.

Other Conditions:

1. You hereby agree to attend and participate in meetings, in-service trainings, seminars and other development programs required by the school, including school activities/ functions, in order to continually improve and enhance your effectivity as an employee of FCIC.
2. You hereby agree to abide by and follow the policies, rules and regulations and carry out the mission and vision of FCIC.
3. Parties fully agree that the provisions of the Faculty/ Administrative/ NTP Manual are deemed part of this agreement.

This appointment shall be in effect from the date the appointee affixes her signature.

for SISTER M. MARIBEL PIANGCO, O.S.F.
President

Conforme:

TIN: 177-251-505

MISS TRACIE B. RANEZ
Appointee

Date: 07-27-2021

TIN: 498-823-075

CC. President
Head for Finance
Head for Human Resources Management and Development

Subscribed and sworn to before me this 29 JUL 2021 day of _____, 2021 at Baybay City,
Leyte, Philippines.

DOC. NO. 240
PAGE NO. 60
BOOK NO. XXIII
SERIES OF 2024

ATTY. WILSON L. ENRIQUEZ-VILLALBA
NOTARY PUBLIC
NO. NO. B-15-12-01, JANUARY 1, 2021
UNTIL DECEMBER 31, 2021
ROLL NO. 82930
TR NO. 5067869, 17042071, F4V50YY, DATE
TR NO. 134498, 120122, 120122, 120122
FOR COMPLIANCE NO. 1000000



Franciscan College of the Immaculate Conception, Baybay, Leyte, Incorporated
A. Bonifacio St., Baybay City, Leyte

August 1, 2023

APPOINTMENT
Academic Year 2023 - 2024

Mrs. Tracie R. Puna
Head for Laboratories/
In-Charge, Science Laboratories
FCIC, Baybay City, Leyte

Dear Mrs. Puna,

You are hereby appointed as Head for Laboratories and In-Charge of Science Laboratories of the Franciscan College of the Immaculate Conception, Baybay, Leyte, Incorporated for a term of one (1) academic year (August 1, 2023 to July 31, 2024), effective August 1, 2023.

As Head for Laboratories, you are in charge of coordinating and directing the overall operations and activities of the school's laboratories to attain the academic objectives in line with the school policies.

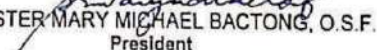
As In-charge of Science Laboratories, you are responsible for maintaining and keeping adequate and functional General Science, Biology, Chemistry, and Physics laboratories to attain the academic objectives of these departments in line with the school policies.

Please see the President for the details of your assignment.

Other Conditions:

1. You hereby agree to attend and participate in meetings, in-service trainings, seminars and other development programs required by the school, including school activities/ functions, in order to continually improve and enhance your effectivity as an employee of FCIC.
2. You hereby agree to abide by and follow the policies, rules and regulations and carry out the mission and vision of FCIC.
3. Parties fully agree that the provisions of the Faculty/ Administrative/ NTP Manual are deemed part of this agreement.

This appointment shall be in effect from the date the appointee affixes her signature.


SISTER MARY MICHAEL BACTONG, O.S.F.
President

Conforme:

TIN: 939-655-937


TRACIE R. PUNA, M.A., LPT
Appointee


Date: 2/11/23

TIN: 498-823-075

CC. President
Head for Finance
Head for Human Resources Management and Development

Subscribed and sworn to before me this SEP 06 2023 day of 2023 at Baybay City, Leyte, Philippines.

DOC. NO. 105
PAGE NO. 21
BOOK NO. XXIX
DATE OF 2023


ATTY. VIVIAN C. ENARIO-VIDALLON
NOTARY PUBLIC

NC. NO. 00000000000000000000
DATE OF 2023

PTR NO. 00000000000000000000
ISS. NO. 00000000000000000000
MILL. COMPLIANCE NO. 00000000000000000000



FRANCISCAN COLLEGE OF THE
IMMACULATE CONCEPTION
BAYBAY, LEYTE, INCORPORATED

August 1, 2024

APPOINTMENT
Academic Year 2024 - 2025

Tracie R. Puna, LPT, MA
Head, Laboratories
In-Charge, Science Laboratories
FCIC, Baybay City, Leyte

Dear Mrs. Puna,

You are hereby appointed as Head for Laboratories and In-Charge of Science Laboratories of the Franciscan College of the Immaculate Conception, Baybay, Leyte, Incorporated for a term of one (1) academic year (August 1, 2024 to July 31, 2025), effective August 1, 2024.

As Head for Laboratories, you are in charge of coordinating and directing the overall operations and activities of the school's laboratories to attain the academic objectives in line with the school policies.

As In-charge of Science Laboratories, you are responsible for maintaining and keeping adequate and functional General Science, Biology, Chemistry, and Physics laboratories to attain the academic objectives of these departments in line with the school policies.

Please see the President for the details of your assignment.

Other Conditions:

1. You hereby agree to attend and participate in meetings, in-service trainings, seminars and other development programs required by the school, including school activities/ functions, in order to continually improve and enhance your effectivity as an employee of FCIC.
2. You hereby agree to abide by and follow the policies, rules and regulations and carry out the mission and vision of FCIC.
3. Parties fully agree that the provisions of the Faculty/ Administrative/ NTP Manual are deemed part of this agreement.

This appointment shall be in effect from the date the appointee affixes her signature.

SISTER MARY MICHAEL BACTONG, O.S.F., Ph.D.Ed.
President

TIN: 939-655-937

Conforme:

TRACIE R. PUNA, LPT, M.A.
Appointee

Date: _____

TIN: 498-823-075

CC. President
Head, Finance
Head, Human Resources Management and Development
Appointee

Subscribed and sworn to before me this 28 AUG 2024 day of _____ 2024 at Baybay City,
Leyte, Philippines.

Doc No: 1618
Page No: 163
Book No: 1841
Series of 2024

ATY. VIVIAN C. DARIDO-VILLON
NOTARY PUBLIC
HC. NO. B-23-12-05, JANUARY 10, 2024
UNTIL DECEMBER 31, 2025
ROLL NO. 62930
PTR NO. BC0204438, 1/2/2024, BAYBAY CITY, LEYTE
IBP NO. 397032, 1/2/2024, LEYTE
MCLE COMPLIANCE NO. YTI-0004765