

Republic of the Philippines
Visayas State University
Baybay City, Leyte

DSS-SRA Soil and Plant Analysis Laboratory (101 Trust: 20201050-10.94)

JOB ORDER

Name	Designation	Rate/day	Period of Employment		Funding Charges	Office Assignment	Acknowledgem
			From	To			
1. MELFRAN B. PACULABA	Sci Res Asst.	P 16,000.00	July 1, 2018	Sept. 30, 2018	101 Trust : 20201050-10.94	DSS	1. _____
2. HELEN GRACE ORACION	Chemist	19,000.00	-do-	-do-	-do-	DSS	2. _____

JOB DESCRIPTION:

1. Melfran Paculaba

1. Assist the project/component leaders in doing literature review regarding different soil management & crop nutrition for sugarcane.
2. Assist the project/component leaders in the field survey and soil sampling of sugarcane areas in Leyte.
3. Perform laboratory analysis of plant and soil samples.
4. Assist in the preparation of progress reports(quarterly, semi-annual and annual) for the soil management and crop nutrition component of the project; and
5. Perform other related functions that maybe assigned by the project/component leaders.

2. Helen Grace Oracion

1. Assist the project/component leaders in doing literature review regarding different soil management & crop nutrition for sugarcane.
2. Perform laboratory analysis of plant and soil samples;
3. Ensures quality laboratory results;
4. Maintain records of laboratory activities and assist in the preparation of accomplishment report;
5. Help maintain the equipment and facilities;
6. Perform other related functions that maybe assigned by the project leaders.

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

Prepared by

Requested by:

Certified as to the existence of
Appropriation/Obligation:

Certified that appointment is in order and proper

JOSEROSE B. CAPRICHIO
Administrative Aide IV

SUZETTE B. LINA
Head, DSS

ERLINDA S. ESGUERRA
Head, Accounting Office

TERESITA L. QUINANOLA
Head, PRPEO

Recommending Approval:

APPROVED:

OTHELLO B. CAPUNO
Vice Pres. for Admin & Finance

EDGARDO E. TULIN
President