



VISAYAS
STATE UNIVERSITY



DEAN OF STUDENTS OFFICE

Visca, Baybay City, Leyte, PHILIPPINES
Tel No.: 053 565 0600 (loc 1070)
Telefax: +63 53 563 7067
Email: usso@vsu.edu.ph
Website: www.vsu.edu.ph

STUDENT ASSISTANTSHIP CHARGING REQUEST FORM

(THIS PORTION IS FOR THE OFFICE/DORMITORY APPLIED FOR)

Charge to Account No.: _____

Semester: 1ST AY: 2023-2024
Please check: ☐ New applicant ☐ Old applicant/Renewal

Name: CELEBRE, EARL JOHN R. Course/Year: Biology - IV Student No.: 18-1-0159
In-Campus/Off-campus Address: NAHOGANY MEALS HALL Sex: M Age: 20

JOB DESCRIPTION OF STUDENT ASSISTANT
(To be filled up by the Supervisor)

1. To assist in the preparation of lab materials for lab class
2. To assist in dispensing glassware and equipments to students.
3. Others tasks assigned by the Dept. Head
4. _____
5. _____

Duration/Period of Work: From September 13, 2023 to December 13, 2023

RECOMMENDING APPROVAL:

DR. ANALYN M. MAZO
Signature over printed name of the Supervisor
Head, Department of Biological Sciences
Dept./Office/Center/Dorm/Research Center/etc.

(THIS PORTION IS FOR THE USSO)

Work Effectivity: September 13, 2023
Maximum of 4 hrs/day @ P25.00/hr
(OP Memo Circular No. 2 series of 2006)

Remarks: maximum of 4 hrs/day and
80 hrs/mo.

Verified/Checked by:

Junior A. Panalut
S.A. Coordinator, ODS
Date: 9/13/23

☒ Approved ☐ Disapproved

CITONIA A. BILUT
Dean of Students

Vision:
Mission:

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

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APPLICATION FOR STUDENT ASSISTANTSHIP

(THIS PORTION IS FOR THE STUDENT APPLICANT)

Semester: 1ST AY: 2023-2024
Please check: ☒ New applicant ☐ Old applicant/Renewal

Name: CRABRE, EARL JOHN R. Course/Year: BS Biology - IV Student No.: 18-1-01159
In-Campus/Off-campus Address: MAHOGANY MEN'S HALL Sex: M Age: 23

Do you have any scholarship/grant? ☐ Yes: What scholarship/grant? _____ ☒ No
State exactly the time you are available for work:

	AM	PM
Monday	8:00-12:00	
Tuesday	8:00-12:00	
Wednesday	8:00-12:00	
Thursday	8:00-12:00	
Friday	8:00-12:00	

I HEREBY CERTIFY that the information provided in this application form are true and correct. Any false information made in connection with my application for student assistantship will be enough ground/s for disciplinary action or disqualification from future student employment.

Signature of the Applicant

12 September - 2023
Date

(THIS PORTION IS FOR THE REGISTRAR'S OFFICE)

Certification of Academic Performance and Load (Mid-term grades may be used for short term jobs):

SUBJECTS AND GRADES (Previous Term or Mid-term)			SUBJECTS ENROLLED (Current Term)	
Subjects	Units	Grades	Subjects	Units
<u>Biol 200 Undergraduate Thesis</u>	<u>4</u>	<u>S</u>	<u>Biol 200 Undergraduate Thesis</u>	<u>3</u>
Total no. of units:	<u>1</u>	GPA: _____	Total no. of units:	<u>3</u>

CERTIFIED CORRECT:

MARVEN A. CASTANEDA
University Registrar

9/13/23

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