



STUDENT ASSISTANTSHIP CHARGING REQUEST FORM

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

Charge to Account No.: General Fund

Semester: 2nd AY: 2023-2024

Please check: ☒ New applicant ☐ Old applicant/Renewal

Name: JOHN MARK G. CEDA Course/Year: BSED-3 Student No.: 21-1-00237
In-Campus/Off-campus Address: MAHOGANY MEN'S HALL Sex: MALE Age: 21

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

1. To do shelving of books
2. To do clerical jobs, janitorial and messengerial jobs
3. To perform other related jobs that will be assigned by Supervisor
4. _____
5. _____

Duration/Period of Work: From January 22, 2024 to May 24, 2024

RECOMMENDING APPROVAL:

SHERRY MAY T. CAMACHO
Signature over printed name of the Supervisor

HEAD READER'S SERVICES
Dept./Office/Center/Dorm/Research Center/etc.

(THIS PORTION IS FOR THE USSO)

Work Effectivity: January 22, 2024
Maximum of 4 hrs/day and 80 hrs/month @ P60.00/hr
(OP Memo Circular No. 2 series of 2024)

Remarks:

Verified/Checked by:

JUNITHA A. PABONCE
S.A. Coordinator, ODS
Date: 1/23/24

☒ Approved ☐ Disapproved

CHONA A. BRIT
Dean of Students