

UNIVERSITY OF SOUTHEASTERN PHILIPPINES

47,981.05

FORTY SEVEN THOUSAND NINE HUNDRED EIGHTY ONE PESOS AND 05/100 ONLY

Salary)

PAID

To: payment for the salary of 2 (two) Assistant Vice-Chancellor for Academic and Gen. III (N/Aclacion) of SMAARRDEC for the period of October 1-31, 2024

as per supporting documents herein attached, in the amount of...

Total Amount 48,564.50 /

SP-164
SMAARRDEC

Less Late & Absences 583.45 /

Gross Amount 47,981.05 /

Less Tax 3% 1.00 /

47,981.05 /

47,981.05

A. Certified Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.

GILBERT A. IMPORTANTE
Consortium Director

PAID

B. Accounting Entry:

Account Title	UACS Code	Debit	Credit

C. Certified:

- ☒ Cash available
☐ Subject to Authority to Debit Account (when applicable)
☒ Supporting documents complete and amount claimed proper

D. Approved for Payment

FORTY SEVEN THOUSAND NINE HUNDRED EIGHTY ONE AND 05/100

Signature:

[Signature]
 ABIGAIL F. FRANCISCO

Signature:

[Signature]
 MARIA LUISA B. FAUNILLAN

Printed Name:

ABIGAIL F. FRANCISCO

Printed Name:

MARIA LUISA B. FAUNILLAN

Position:

Finance Director

Position:

VP for Administration

Head, Accounting Unit Authorized Representative

Agency Head Authorized Representative

Date:

NOV 13 2024

Date:


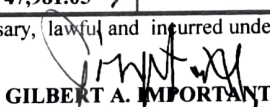

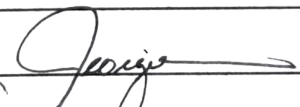
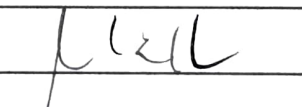
4/11/2024

H. Receipt of Payment


Check #/Date: 093874261 / 11-10-2024	Date: 11-10-2024	Bank Name & Account Number: UAP-DEVELOPMENT	DEV No: 2024-1-500 84
Signature:	Date:	Printed Name: UNIVERSITY OF SOUTHEASTERN PHILIPPINES	Date: 11-10-2024

Official Receipt No. & Date/Other Documents

CASHIER
 RECEIVED
 DATE 11-10-2024
 CASHIER

 <p>Republic of the Philippines UNIVERSITY OF SOUTHEASTERN PHILIPPINES Obrero Campus, Bo, Obrero, Davao City</p>		Fund Cluster : 07-TR	
DISBURSEMENT VOUCHER		Date : 05 NOV 2024 DV No. : SP164- 2024-11-4295	
Mode of Payment	<input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify)		
Payee	UNIVERSITY OF SOUTHEASTERN PHILIPPINES	TIN/Employee No.:	ORS/BURS No.: 02-308603-2024-11-0753
Address	Davao City		
Particulars		Responsibility Center	MFO/PAP
To payment for the salary of 2 SRAssistant (MF.Knudsen & JL.Sura) and Clerk III (JNAclaracion) of SMAARRDEC for the period of October 1-31, 2024 as per supporting documents hereto attached, in the amount of... <div style="text-align: right;"> Total Amount <u>48,564.50 /</u> Less Late&Absences <u>583.45 /</u> Gross Amount <u>47,981.05 /</u> Less Tax 3% <u>0.00</u> 47,981.05 / </div>		SP-164 SMAARRDEC	3-03-01 RES
			47,981.05 47,981.05
A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.			
 GILBERT A. IMPORTANTE Consortium Director			
			
B. Accounting Entry:			
Account Title		UACS Code	Debit Credit
C. Certified:		D. Approved for Payment	
<input checked="" type="checkbox"/> Cash available <input type="checkbox"/> Subject to Authority to Debit Account (when applicable) <input checked="" type="checkbox"/> Supporting documents complete and amount claimed proper		FORTY SEVEN THOUSAND NINE HUNDRED EIGHTY ONE AND 05/100	
Signature			
Printed Name	ABIGAIL F. FRANCISCO		
Position	Finance Director Head, Accounting Unit/Authorized Representative		
Date	NOV 05 2024 11/05/24		
Signature			
Printed Name	MARIA LUISA B. FAUNILLAN		
Position	VP for Administration Agency Head/Authorized Representative		
Date	NOV 05 2024 11/05/24		
E. Receipt of Payment			JEV No.
Check/ADA No. :	03674261	Date :	11-06-2024
Signature :		Bank Name & Account Number:	2024-11-00284
		Printed Name:	11-06-2024
			UNIVERSITY OF SOUTHEASTERN PHILIPPINES
Official Receipt No. & Date/Other Documents			

CASHIER

RECEIVED: 
 DATE **NOV 05 2024** **4:00pm**

CASHIER

Journal Entry Voucher
UNIVERSITY OF SOUTHEASTERN
PHILIPPINES

Funding (07308603) Trust Receipts - Custodial Funds - Trust Receipts - Receipts
Source Deposited with Authorized Government Depository Banks (AGDB)

No.JEV-2024-11-001284

Transaction Type Disbursement - DISB051

Date November 6, 2024

Responsibility	Account Title	Account Code	Sub-Object Code	Debit	Credit
Center					
	Due to NGAs	20201050	00	47,981.05	
	Cash in Bank - Local Currency, Current Account	10102020	16		47,981.05
TOTAL				47,981.05	47,981.05

Supporting Documents		Document No
Date	Description	
11/05/24	Budget Utilization Request and Status	02-308603-2024-11-0753
11/05/24	Disbursement Voucher (DV)	SP164-2024-11-4295
11/06/24	Check	93874261

Particulars : UNIVERSITY OF SOUTHEASTERN PHILIPPINES

Php

47,981.05

To payment for the salary of 2 SRAssistant (MF, Knudsen & JL Sura) and Clerk III (JNAclacion) of SMAARDEC for the period of
October 1-31, 2024

Prepared by : Evelyn M. Gabatan

Date Printed : Tuesday, December 17, 2024

BUDGET UTILIZATION REQUEST AND STATUS

Republic of the Philippines
UNIVERSITY OF SOUTHEASTERN PHILIPPINES

Serial No. : 02-280403-2024-14-0753Date : 11-25-2024Fund Cluster : 07-7K

Payee		UNIVERSITY OF SOUTHEASTERN PHILIPPINES					
Office		SMAARRDEC					
Address		Davao City					
Responsibility Center	Particulars	MICRO/PAP	UACS Object Code/ Expenditures	Amount			
	<p>To payment for the salary of 2 SR/Assistant (MF: Knutson & JL: Sura) and Clerk III (JNAdeacion) of SMAARRDEC for the period of October 1-31, 2024</p> <p>3-03-01</p> <p>50241200</p>			47,981.05			
SP-164 SMAARRDEC		as per supporting documents hereto attached, in the amount of <u>47,981.05</u> PES					
Total				47,981.05			
A.	Certified: Charges to appropriation/budget necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal		B.	Certified: Budget available and utilized for the purpose/adjustment necessary as indicated above			
Signature :		Signature :					
Printed Name :	GILBERT A. IMPORTANTE	Printed Name :	RHODEL A. BELAROSA				
Position :	Consortium Director	Position :	Administrative Officer				
Date :	Head, Requesting Office/Authorized Representative	Date :	Head, Budget Division/Unit/Authorized Representative				
C.		STATUS OF UTILIZATION					
Reference		Amount					
Date	Particulars	BURS/DEV/RCI/ RADAI/IRTAI No.	Utilization (a)	Payable (b)	Payment (c)	Balance Not Yet Due (a-b)	Due and Demandable (b-c)

LAND BANK OF THE PHILIPPINES C.M. Recto (Davao) Branch CHECK DEPOSIT SLIP		ACCOUNT NAME 71SEP- SPECIAL PROJECT	DATE May 07, 2024
1. I, USSEP-DBR-CTD , hereby agree to deposit my RETURN CHECK at this branch of the Davao where my account account is maintained AND NOT AT MY SIGNATURE OVER PRINTED NAME. Address: _____ Contact Number: 223-9842 Purpose of deposit: For PRJ 01-2024		ACCOUNT NUMBER 0162104969	MOTHER BRANCH (for interbranch deposit)
MARIA LUZ M. SERAFICA Administrative Officer V DEPOSITOR REPRESENTATIVE SIGNATURE OVER PRINTED NAME Relationship of Representative to Depositor: _____		NAME OF BANK BRANCH DBR-CAI Recto P.C.	CHECK NUMBER 93874261 AMOUNT 47,981.05
THIS DEPOSIT IS SUBJECT TO THE TERMS AND CONDITIONS COVERING THIS ACCOUNT.		TOTAL CHECK DEPOSIT 947,981.05	

Pesos and 03/100 only (Php252,329.03) from Current Account Number 0162-1049-69 and credit the same amount to the respective individual payroll account as payment of Wages of USSEP JO and COS.

Thanks for this and past favors.

Truly yours,

Maria Luz M. Serafica
MARIA LUZ M. SERAFICA
 Administrative Officer V

Maria Luisa B. Faunillan
MARIA LUISA B. FAUNILLAN
 Vice President for Admin.

PREMIER RESEARCH UNIVERSITY TRANSFORMING COMMUNITIES
IN THE ASEAN AND BEYOND
 University of Southeastern Philippines
 Ingo St., 80 Obrero, Davao City
 Philippines 8000

(082) 227-8192 local 236-238
 www.ussep.edu.ph
 finance@ussep.edu.ph



Management System
 ISO 9001:2015
 CERTIFIED
 BY: **SGS**
 12/2020/2024



University of Southeastern Philippines

Finance Division

November 7, 2024

MS. CRISTINA A. PARAS
AVP
Land Bank of the Philippines
C.M. Recto Street, Davao City

Dear AVP Paras:

Greetings!

Kindly debit the amount of *Two Hundred Fifty-Two Thousand Three Hundred Twenty-Nine Pesos and 03/100 only (Php252,329.03)* from *Current Account Number 0162-1049-69* and credit the same amount to the respective individual payroll account as payment of Wages of USEP JO and COS.

Thanks for this and past favors.

Truly yours,

PAID

MARIA LIZ B. SERAFICA
Administrative Officer V

MARIA LUISA B. FAUJILLAN
Vice President for Admin.



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IN THE ASEAN AND BEYOND
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Philippines 8000

(082) 227-8192 local 236-238
www.usep.edu.ph
finance@usep.edu.ph



Management
System
ISO 9001:2015
www.tuv.com
ID: 8000032063



BANK OF THE PHILIPPINES

PAYROLL REGISTER

LBP BRANCH : CM RECTO CODE : [999]
 BATCH 00070

ACCOUNT NO.	ACCOUNT NAME	AMOUNT
2566-2560-05	ACLARACION, JEANETTE N.	10,532.00
0167-2573-64	ADOL, RICARDO N.	7,165.00
0167-2828-57	ALO, CELERINA I.	7,786.46
0167-3704-54	ANDRIPA, KIM	19,639.72
2566-2326-96	ARANA, EAIN CESAR B.	14,904.00
0167-3573-34	ARIQUE, SWEETZEL JOICE M.	11,663.30
1476-2399-11	BETARNOS, RON JUNNEL I.	14,434.57
0166-4685-58	BUAT, RAMINE B.	8,348.06
0167-3706-08	DENORTE, VON PATRICK C.	11,444.38
2567-1763-74	DOOT, JUSTINE JOHANNES P.	15,831.82
0166-4686-39	GONZALES, MARK JADE S.	25,203.73
2566-1889-05	KNUDSEN, MARIALE F.	7,691.67
0167-2968-15	LERAZAN, JACQUELYN B.	15,957.58
2566-2733-41	LIMBAGO, HAZEL MAE M.	6,402.00
0166-4611-46	PUCOT, KIERBY C.	10,624.41
6756-0050-63	ROSAS, HAREN ROSE T.	21,842.54
5916-0369-59	SARADO, RONMAR JOHN S.	10,624.41
0347-2689-17	SARIENTO, WILLIAM MAR P.	12,245.32
5966-0379-30	SURA, JONNALYN L.	8,348.06
0166-4685-40	UNTA, DIONISIO A.	

***** END OF REGISTER *****

TOTAL NO. OF RECORDS : 20
 TOTAL AMOUNT : 252,329.03

Prepared By :

[Signature]
 NAF/SA M. BATO
 Cashier Technical Staff

Checked By :

[Signature]
 MARIA LIZ M. SERAFICA
 Administrative Officer V

Noted By : *[Signature]*

MARIA LUISA B. FAUNILLAN
 Vice President for Admin.

GENERAL PAYROLL
University of Southeastern Philippines
for the period of October 1-31, 2024

No.	Name	Office	I.B.P. Account	Tax Identification No.	Position	Employ Days	Monthly / Per Day Salary	OTHER COMPENSATIONS	DEDUCTIONS	Net Amount Due	Signature
1	ACARACION, JEANETTE N.	SMARTDEC	2566256005	300-178-064	CLERK	CO5	21,064.00	957.45	10,532.00	10,532.00	
2	MARTALE F. KNUDSEN	SMARTDEC	2566188905	728-044-501	SRA	CO5	25,355.00	1,152.50	25,355.00	25,203.73	
3	SURA, JONNALYN L.	SMARTDEC	5966037930	364-599-494	SRA	CO5	25,355.00	1,152.50	12,677.50	12,245.32	
									10,532.00	10,532.00	
									151.27	151.27	
									432.18	432.18	
									12,677.50	12,245.32	
									25,355.00	25,203.73	
									10,532.00	10,532.00	
									48,564.50	47,981.05	
									583.45	583.45	
									47,981.05	47,981.05	
									47,981.05	47,981.05	

APPROVED FOR PAYMENT: FORTY SEVEN THOUSAND NINE HUNDRED EIGHTY ONE AND 05/100
MARIA LUISA B. FAUNTLAN
Vice President for Administration

CERTIFIED: Services duly rendered as stated
GILBERT A. MONTAÑE
Consortium Director

PAID

CERTIFIED: Each employee whose name appears above has been paid the amount
MARIA LUZ SERRICA
Administrative Officer V-Cashier

CERTIFIED: Supporting documents complete and proper, and cash available in the amount of P
ABRAHAM L. MANANGCO
Finance Director

ALOBS No. _____
Date _____
JEV No. _____
Date _____

47,981.05

DAILY TIME RECORD

NAME: ACLARACION, JEANETTE N.

For the month of OCTOBER, 2024

Official hours of arrival (regular days) and departure

DAY	A M		P M		OVERTIME	
	Arrival	Departure	Arrival	Departure	Arrival	Departure
16	7:36 AM	12:22 PM	12:22 PM	5:13 PM		
17	7:40 AM	12:19 PM	12:19 PM	5:13 PM		
18	7:41 AM	12:22 PM	12:23 PM	5:21 PM		
19	5:28 AM	12:01 PM				
20	5:40 AM	12:07 PM				
21	7:39 AM	12:07 PM	12:07 PM	5:34 PM		
22	7:46 AM	12:02 PM	12:02 PM	5:18 PM		
23	7:32 AM	12:27 PM	12:27 PM	5:22 PM		
24	7:36 AM	12:17 PM	12:17 PM	5:15 PM		
25	7:37 AM	12:04 PM	12:04 PM	5:04 PM		
26	8:04 AM	12:04 PM	12:04 PM	5:04 PM		
27	5:40 AM					
28	7:47 AM	12:10 PM	12:10 PM	5:27 PM		
29	7:40 AM	12:07 PM	12:07 PM	5:28 PM		
30	7:35 AM	12:10 PM	12:10 PM	5:18 PM		
31	7:37 AM	12:12 PM	12:12 PM	5:18 PM		

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and the departure from office.

Verified as to the prescribed office hours

IMPORTANTE: GILBERT



n7ADRTUP

DAILY TIME RECORD

NAME: ACLARACION, JEANETTE N.

For the month of OCTOBER, 2024

Official hours of arrival (regular days) and departure

DAY	A M		P M		OVERTIME	
	Arrival	Departure	Arrival	Departure	Arrival	Departure
16	7:36 AM	12:22 PM	12:22 PM	5:13 PM		
17	7:40 AM	12:19 PM	12:19 PM	5:13 PM		
18	7:41 AM	12:22 PM	12:23 PM	5:21 PM		
19	5:28 AM					
20	5:40 AM					
21	7:39 AM	12:07 PM	12:07 PM	5:34 PM		
22	7:46 AM	12:02 PM	12:02 PM	5:18 PM		
23	7:32 AM	12:27 PM	12:27 PM	5:22 PM		
24	7:36 AM	12:17 PM	12:17 PM	5:15 PM		
25	7:37 AM	12:04 PM	12:04 PM	5:04 PM		
26	8:04 AM					
27	5:40 AM					
28	7:47 AM	12:10 PM	12:10 PM	5:27 PM		
29	7:40 AM	12:07 PM	12:07 PM	5:28 PM		
30	7:35 AM	12:10 PM	12:10 PM	5:18 PM		
31	7:37 AM	12:12 PM	12:12 PM	5:18 PM		

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and the departure from office.

Verified as to the prescribed office hours

IMPORTANTE: GILBERT



n7ADRTUP

DAILY TIME RECORD HOURS RENDERED

NAME: **ACLARACION, JEANETTE N.**

Unit: **SMARRDEC** Type: **Non-Teaching Staff**

Month: **October** Year: **2024** Work Arrangement: **Regular Working hours**

DAY	A.M		P.M		OVERTIME		Hours		Justification of manual entries or other remarks
	Arrival	Departure	Arrival	Departure	Arrival	Departure	UT / Late	Rendered	Overtime
16	7:36 AM	12:22 PM	12:22 PM	5:13 PM				08h 37m	
17	7:40 AM	12:19 PM	12:19 PM	5:13 PM				08h 33m	
18	7:41 AM	12:22 PM	12:23 PM	5:21 PM				08h 40m	
19	Catered by								
20	Catered by								
21	7:39 AM	12:07 PM	12:07 PM	5:34 PM				08h 55m	
22	7:46 AM	12:02 PM	12:02 PM	5:18 PM				08h 32m	
23	7:52 AM	12:27 PM	12:27 PM	5:22 PM				08h 50m	
24	7:36 AM	12:17 PM	12:17 PM	5:15 PM				08h 39m	
25	7:37 AM	12:04 PM	12:04 PM	5:04 PM				08h 27m	
26	Catered by								
27	Catered by								
28	7:47 AM	12:10 PM	12:10 PM	5:27 PM				08h 40m	
29	7:40 AM	12:07 PM	12:07 PM	5:28 PM				08h 48m	
30	7:35 AM	12:10 PM	12:10 PM	5:18 PM				08h 43m	
31	7:37 AM	12:12 PM	12:12 PM						
Total							UD	UD	UD
									None attended

UD = Undetermined (unable to automatically compute due to missing entries)

Submitted by:

ACLARACION, JEANETTE N.

Date: 11/24/2024 ✓

Approved:

IMPORTANT: GILBERT A.

Date: 11/24/2024 ✓

PHID



n7X8RTGP



n7X8RTGP

DAILY TIME RECORDNAME: **ACLARACION, JEANETTE N.**For the month of **OCTOBER / 2024**

Official hours of arrival (regular days) and departure

DAY	A.M		P.M		OVERTIME	
	Arrival	Departure	Arrival	Departure	Arrival	Departure
16	7:36 AM	12:22 PM	12:22 PM	5:13 PM		
17	7:40 AM	12:19 PM	12:19 PM	5:13 PM		
18	7:41 AM	12:22 PM	12:23 PM	5:21 PM		
19	Sat. No work					
20	Sun. No work					
21	7:39 AM	12:07 PM	12:07 PM	5:34 PM		
22	7:46 AM	12:02 PM	12:02 PM	5:18 PM		
23	7:32 AM	12:27 PM	12:27 PM	5:22 PM		
24	7:36 AM	12:17 PM	12:17 PM	5:15 PM		
25	7:37 AM	12:04 PM	12:04 PM	5:04 PM		
26	Sat. No work					
27	Sun. No work					
28	7:47 AM	12:10 PM	12:10 PM	5:27 PM		
29	7:40 AM	12:07 PM	12:07 PM	5:28 PM		
30	7:35 AM	12:10 PM	12:10 PM	5:18 PM		
31	7:37 AM	12:12 PM	12:12 PM	5:18 PM		

I certify on my honor that the above is a true and correct report of the hours of work performed, record or which was made daily at the time of arrival and the departure from office.

Verified as to the prescribed office hours

IMPORTANTANTE, GILBERT A.



n7x8tr0p

DAILY TIME RECORDNAME: **ACLARACION, JEANETTE N.**For the month of **OCTOBER / 2024**

Official hours of arrival (regular days) and departure

DAY	A.M		P.M		OVERTIME	
	Arrival	Departure	Arrival	Departure	Arrival	Departure
16	7:36 AM	12:22 PM	12:22 PM	5:13 PM		
17	7:40 AM	12:19 PM	12:19 PM	5:13 PM		
18	7:41 AM	12:22 PM	12:23 PM	5:21 PM		
19	Sat. No work					
20	Sun. No work					
21	7:39 AM	12:07 PM	12:07 PM	5:34 PM		
22	7:46 AM	12:02 PM	12:02 PM	5:18 PM		
23	7:32 AM	12:27 PM	12:27 PM	5:22 PM		
24	7:36 AM	12:17 PM	12:17 PM	5:15 PM		
25	7:37 AM	12:04 PM	12:04 PM	5:04 PM		
26	Sat. No work					
27	Sun. No work					
28	7:47 AM	12:10 PM	12:10 PM	5:27 PM		
29	7:40 AM	12:07 PM	12:07 PM	5:28 PM		
30	7:35 AM	12:10 PM	12:10 PM	5:18 PM		
31	7:37 AM	12:12 PM	12:12 PM	5:18 PM		

I certify on my honor that the above is a true and correct report of the hours of work performed, record or which was made daily at the time of arrival and the departure from office.

Verified as to the prescribed office hours

IMPORTANTANTE, GILBERT A.



n7x8tr0p

DAILY TIME RECORD HOURS RENDERED

NAME: ACLARACION, JEANETTE N.

Unit: SMAARDEC

Type: Non-Teaching Staff

Month: October Year: 2024

Work Arrangement: Regular Working hours

DAY	A.M		P.M		OVERTIME		Hours		Justification of manual entries or other remarks
	Arrival	Departure	Arrival	Departure	Arrival	Departure	UT / Late	Rendered	Overtime
16	7:36 AM	12:22 PM	12:22 PM	5:13 PM				08h 37m	
17	7:42 AM	12:19 PM	12:19 PM	5:13 PM				08h 33m	
18	7:41 AM	12:22 PM	12:23 PM	5:21 PM				08h 40m	
19	Cut-off day								
20	Cut-off day								
21	7:39 AM	12:07 PM	12:07 PM	5:34 PM				08h 55m	
22	7:46 AM	12:02 PM	12:02 PM	5:18 PM				08h 32m	
23	7:32 AM	12:27 PM	12:27 PM	5:22 PM				08h 50m	
24	7:36 AM	12:17 PM	12:17 PM	5:15 PM				08h 39m	
25	7:37 AM	12:04 PM	12:04 PM	5:04 PM				08h 27m	
26	Cut-off day								
27	Cut-off day								
28	7:47 AM	12:10 PM	12:10 PM	5:27 PM				08h 40m	
29	7:40 AM	12:07 PM	12:07 PM	5:28 PM				08h 48m	
30	7:35 AM	12:10 PM	12:10 PM	5:18 PM				08h 43m	
31	7:37 AM	12:12 PM	12:12 PM						
Total					UD	UD	UD	UD	

UD = Undetermined (unable to automatically compute due to missing entries)

Submitted by:

ACLARACION, JEANETTE N.

Date: 10/04/2024

Approved:

IMPORTANTE, GILBERT A.

Date: 11/04/2024

PAID



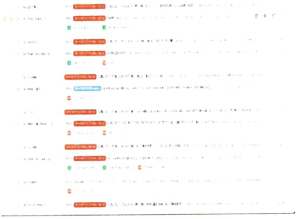
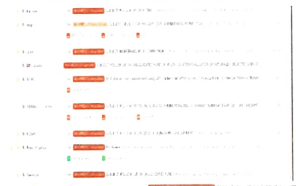
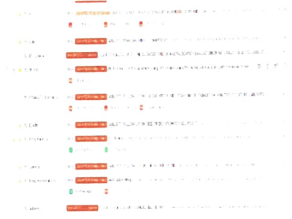
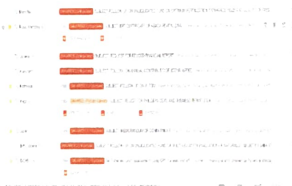
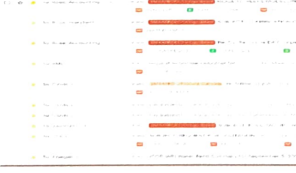
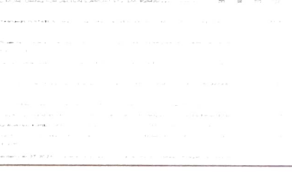


Name: Jeanette N. Aclaracion

Designation: Science Research Clerk

Innovate. Engage. Connect.

Accomplishment Report

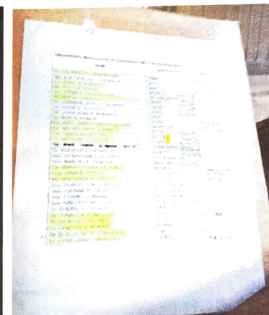
Date	Description of Activity	Evidence
October 16- 31, 2024	<ul style="list-style-type: none"> Follow-up on Unliquidated Fund through email. Procured the representation of accommodation, food and tokens of upcoming event in RSTW in Cagayan de Oro City. 	     

PAID

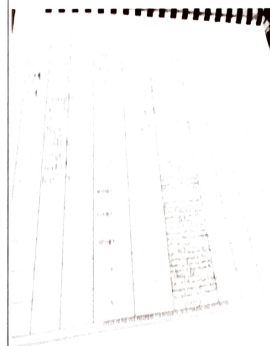




- Follow-up on unliquidated fund through telephone
- Follow-up the Memorandum of Commitment for signatory of Governor Jubahib in Municipality of Davao Oriental through telephone.
- Assisted the CMI's in USEP-TAGUM in retrieving the lacking documents in COA documents room.



ESD

[illegible]



SMARRDEC

Innovate. Engage. Connect.

- Retrieved the lacking documents of CMI's in COA documents room.



Prepared by:


Jeanette N. Aclaracion
Science Research Clerk

Approved by:


GILBERT A. IMPORTANTE
Consortium Director



CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This CONTRACT is made and entered into by and between:

The **UNIVERSITY OF SOUTHEASTERN PHILIPPINES**, a state university organized and operating under Batas Pambansa Big. 12, with principal office address at Inigo St., Bo. Obhero, Davao City, represented herein by its University President, **DR. BONIFACIO G. GABALES, JR.**, hereafter referred to as the "UNIVERSITY";

The **SOUTHERN MINDANAO AGRICULTURE AND RESOURCES RESEARCH AND DEVELOPMENT CONSORTIUM** based at the **UNIVERSITY OF SOUTHEASTERN PHILIPPINES**, with office address at Inigo St., Bo. Obhero, Davao City, hereafter referred to as "SMAARDEC";

-and-

MS. JEANETTE N. ACLARACION, of legal age, and a resident of 164 R. Castillo, Barangay Agdao, Davao City, hereinafter referred to as "Clerk III".

-Witnesseth-

WHEREAS, the Southern Mindanao Agriculture, Aquatic and Natural Resources Research and Development Consortium (SMAARDEC) was transferred to the University of Southeastern Philippine with the Research Division as its nucleus, from the Department of Agriculture Regional Field Unit XI on April 1, 2003.

WHEREAS, the Clerk III has offered her services to the consortium and whose offer was accepted but subject to the terms and considerations hereinafter stipulated.

NOW, THEREFORE for and in consideration of the mutual covenant and agreements made herein, the **UNIVERSITY** through **SMAARDEC** and the **Clerk III** by these presents entered into Contract of Service whereby the **University** through **SMAARDEC** hires the services of the latter under the following terms and conditions, that:

1. The duration of this contract shall be from July 01, 2024 until December 31, 2024, but subject to renewal after careful evaluation of the performance of the Clerk III.
2. The Clerk III shall report to the Consortium Director of SMAARDEC who assigns and checks her daily activities.
3. This Clerk III shall perform the following functions and duties, to wit:
 - Facilitates in retrieving documents of unliquidated projects of USEP;
 - Coordinates with and assists the CMIs in submission of financial reports of on-going and completed consortium-initiated/implemented projects and accountabilities to PCAARRD; and
 - Assist in the conduct of regional consultations on financial management including seminars/trainings for CMIs.

4. In the performance of her aforementioned functions and duties, the Clerk III shall be entitled to a fixed monthly compensation of ~~TWENTY-ONE THOUSAND AND SIXTY-FOUR PESOS (P21,064.00)~~ of which the same shall report to the office eight (8) hours a day, 8:00 AM to 5:00 PM from Monday to Friday. She shall be entitled to a Premium Pay based on Joint Circular (CSC, COA, DBM) No. 1, 5, 2018 subject to availability of funds. Additionally, she shall be entitled to a travel expense, and the granting of per diem, for official travels related to SMAARDEC activities subject to the availability of funds and in accordance with existing rules and regulations on travel allowances.

5. The Clerk III understands that she may be exposed to any risk arising out of and during the course of her official travel. Hence, the Clerk III is expected to procure her own insurance coverage relating to these travels. Moreover, due to the nature of her relationship with the University, the Clerk III exonerates the University from any and all liability or claim she may have with respect to any bodily injury, personal injury, illness, death or property damage.

6. The **SMAARDEC** may revoke/cancel this contract anytime or even before the expiration of this contract without the necessity of judicial proceedings for reasons such as but not limited to lack of funds, poor performance, and any violation of the terms and conditions of the contract made by the **Clerk III**.

7. In the exigency of service, you will be required to perform overtime beyond the stipulated period provided that there is an approved letter request and plan of work/activities. Services rendered will be paid for the following rate as stipulated in the **Handbook on Workers' Statutory Monetary Benefits, 2019 Edition**:

- 125% regular working days
- 130% rest day
- 150% special holiday during rest day
- 200% X 130% regular holiday during rest day

8. That it is understood that this contract does not create an employer-employee relationship between the **University** and the **Clerk III**; that the services rendered hereunder are not considered and will not be accredited as government service; and the latter is not entitled to benefits enjoyed by the permanent personnel of the **University**.

9. Non-Disclosure. It is expressly understood by the **University** to the contractor that all information on technology, process, standard, quality assurance, methodologies, quality standards, production capabilities, marketing, finance and all other related document, manuals and operational or technical matter that the **University** shall make available to them in discharge of his work shall be kept with confidentiality. Both parties hereby undertake to prevent disclosure of transfer of such information, consciously or unconsciously, to any party outside of the workplace without the knowledge and written consent of the **University**. The **SMAARDEC** shall ensure that, upon the commencement of her duties, the **Clerk III** promptly signs the Non-Disclosure Agreement and shall retain a copy of the agreement in its office records.

IN WITNESS WHEREOF, the parties hereunto signed and affixed their signature this _____ at Davao City, Philippines.

UNIVERSITY OF SOUTHEASTERN
PHILIPPINES

DR. BONTAGIO G. GIBALES, JR.
SUC President IV

JEANETTE N. ACLARACION
Clerk III

Recommending Approval:

GILBERT A. IMPORTANTE
Director, SMAARDEC

Funds Available:

MARIA LUISA B. FAUNILLAN
Vice President for Administration

ABIGAIL F. FRANCISCO
Finance Director

ACKNOWLEDGMENT

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF DAVAO) S.S.

BEFORE ME, a Notary Public for and in the City of Davao, this
JUL 13 2024, personally appeared:

Name	Government Issued ID No.	Date and Place Issued
BONIFACIO G. GABALES JR.	PRC ID NO. 0203287	Davao City
JEANETTE N. ACLARACION	PHIC ID 16-02541391	Davao

known to me and known to be the same persons who executed the foregoing Contract of Service consisting of three (3) pages, including the page in which this Acknowledgment is written, and who acknowledged to me that the same is their free and voluntary act and deed.

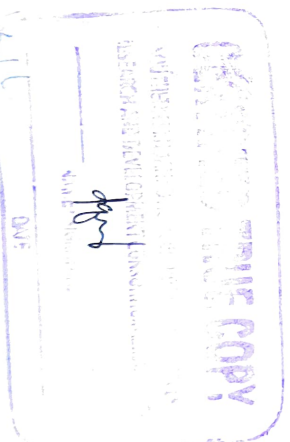
WITNESS MY HAND AND SEAL, on the date and place above written.

NOTARY PUBLIC

ATTY. **JAMA CONEY P. OLAVAN**

Notary Public for Davao City
Commission Serial No. 2024-134-2025
Valid until December 31, 2025
Roll of Attorney's No. 89552
IBP OR No. 420438 • January 14, 2024
PTR OR No. 9735652 • March 12, 2024
MCLE Compliance No. Exempted
(Admitted to the Bar, December 22, 2023)

Doc. No. 65
Page No. 14
Book No. 1
Series of 2024.



DAILY TIME RECORD

NAME: **KNUDSEN, MARIALE F.**For the month of OCTOBER / 2024

Official hours of arrival (regular days) and departure

DAY	A.M		P.M		OVERTIME	
	Arrival	Departure	Arrival	Departure	Arrival	Departure
1	7:59 AM	12:16 PM	12:16 PM	6:13 PM		
2	8:09 AM	12:02 PM	12:02 PM	6:22 PM		
3	8:03 AM	12:08 PM	12:08 PM	5:51 PM		
4	8:00 AM	12:25 PM	12:26 PM	6:08 PM		
5	Saturday					
6	Sunday					
7	7:59 AM	12:22 PM	12:23 PM	6:50 PM		
8	8:06 AM	12:13 PM	12:13 PM	6:06 PM		
9	8:11 AM	12:13 PM	12:14 PM	5:58 PM		
10	8:04 AM	12:04 PM	12:05 PM	5:37 PM		
11	8:06 AM	12:14 PM	12:15 PM	5:42 PM		
12	Saturday					
13	Sunday					
14	8:06 AM	12:17 PM	12:17 PM	6:15 PM		
15	8:03 AM	12:01 PM	12:02 PM	6:09 PM		
16	8:00 AM	12:15 PM	12:16 PM	6:27 PM		
17	7:53 AM	12:16 PM	12:16 PM	6:14 PM		
18	8:04 AM	12:18 PM	12:18 PM	5:34 PM		
19	Saturday					
20	Sunday					
21	7:55 AM	12:05 PM	12:06 PM	6:31 PM		
22	8:04 AM	12:02 PM	12:02 PM	5:50 PM		
23	7:59 AM	12:43 PM	12:44 PM	5:49 PM		
24	7:57 AM	12:03 PM	12:04 PM	5:44 PM		
25	8:02 AM	12:13 PM	12:14 PM	5:13 PM		
26	Saturday					
27	Sunday					
28	8:04 AM	12:02 PM	12:02 PM	5:50 PM		
29	8:01 AM	12:13 PM	12:14 PM	5:59 PM		
30	7:55 AM	12:09 PM	12:10 PM	5:54 PM		
31	7:53 AM	12:12 PM	12:12 PM	Half day work		

I certify on my honor that the above is a true and correct report of the hours of work performed record on which was made daily at the time of arrival and the departure from office.

Verified as to the prescribed office hours

IMPORTANTE, GILBERT A. 

2JolZ9xs

DAILY TIME RECORD

NAME: **KNUDSEN, MARIALE F.**For the month of OCTOBER / 2024

Official hours of arrival (regular days) and departure

DAY	A.M		P.M		OVERTIME	
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5	Saturday					
6	Sunday					
7	7:59 AM	12:22 PM	12:23 PM	6:50 PM		
8	8:06 AM	12:13 PM	12:13 PM	6:06 PM		
9	8:11 AM	12:13 PM	12:14 PM	5:58 PM		
10	8:04 AM	12:04 PM	12:05 PM	5:37 PM		
11	8:06 AM	12:14 PM	12:15 PM	5:42 PM		
12	Saturday					
13	Sunday					
14	8:06 AM	12:17 PM	12:17 PM	6:15 PM		
15	8:03 AM	12:01 PM	12:02 PM	6:09 PM		
16	8:00 AM	12:15 PM	12:16 PM	6:27 PM		
17	7:53 AM	12:16 PM	12:16 PM	6:14 PM		
18	8:04 AM	12:18 PM	12:18 PM	5:34 PM		
19	MFK- Oct. 1-31, 2024					
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31						

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Verified as to the prescribed office hours

IMPORTANTE, GILBERT A. 

2JolZ9xs

DAILY TIME RECORD HOURS RENDERED

NAME: **KNUDSEN, MARIALE F.**

Unit: **SMAARRDEC**

Type: **Non-Teaching Staff**

Month: **October**

Year: **2024**

Work Arrangement: **Regular Working hours**

DAY	A M		P M		OVERTIME		Hours			Justification of manual entries or other remarks
	Arrival	Departure	Arrival	Departure	Arrival	Departure	UT / Late	Rendered	Overtime	
1	7:59 AM	12:16 PM	12:16 PM	6:13 PM				09h 14m		
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6	Sunday									
7	7:59 AM	12:22 PM	12:23 PM	6:50 PM				09h 51m		
8	8:06 AM	12:13 PM	12:13 PM	6:06 PM			00h 06m	09h 00m		
9	8:11 AM	12:13 PM	12:14 PM	5:58 PM			00h 11m	08h 47m		
10	8:04 AM	12:04 PM	12:05 PM	5:37 PM			00h 04m	08h 33m		
11	8:06 AM	12:14 PM	12:15 PM	5:42 PM			00h 06m	08h 36m		
12	Saturday									
13	Sunday									
14	8:06 AM	12:17 PM	12:17 PM	6:15 PM			00h 06m	09h 09m		
15	8:03 AM	12:01 PM	12:02 PM	6:09 PM			00h 03m	09h 06m		
16	8:00 AM	12:15 PM	12:16 PM	6:27 PM				09h 27m		
17	7:53 AM	12:16 PM	12:16 PM	6:14 PM				09h 21m		
18	8:04 AM	12:18 PM	12:18 PM	5:34 PM			00h 04m	08h 30m		
19	Saturday									
20	Sunday									
21	7:55 AM	12:05 PM	12:06 PM	6:31 PM				09h 36m		
22	8:04 AM	12:02 PM	12:02 PM	5:50 PM			00h 04m	08h 46m		
23	7:59 AM	12:43 PM	12:44 PM	5:49 PM				08h 50m		
24	7:57 AM	12:03 PM	12:04	5:44 PM			UD	UD		error in Biometrics (RDE)
25	8:02 AM	12:13 PM	12:14 PM	5:13 PM			00h 02m	08h 11m		
26	Saturday									
27	Sunday									
28	8:04 AM	12:02 PM	12:02 PM	5:50 PM			00h 04m	08h 46m		
29	8:01 AM	12:13 PM	12:14 PM	5:59 PM			00h 01m	08h 58m		
30	7:55 AM	12:09 PM	12:10 PM	5:54 PM				08h 59m		
31	7:53 AM	12:12 PM	12:12 PM	Half day work			UD	UD		Memo attached
Total							UD	UD		

UD = Undetermined (unable to automatically compute due to missing entries)

Submitted by:

KNUDSEN, MARIALE F.

Date: 11/4/24

Approved:

IMPORTANTE, GILBERT A.

Date: 11/4/24



2JolZ9xs



2JolZ9xs

DAILY TIME RECORD

NAME: **KNUDSEN, MARIALE F.**For the month of OCTOBER / 2024

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13	Sunday					
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15	8:03 AM	12:01 PM	12:02 PM	6:09 PM		
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23	7:59 AM	12:43 PM	12:44 PM	5:49 PM		
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IMPORTANTE, GILBERT A.



2JolZ9xs

DAILY TIME RECORD HOURS RENDERED

NAME: **KNUDSEN, MARIALE F.**

Unit: **SMAARRDEC**

Type: **Non-Teaching Staff**

Month: **October**

Year: **2024**

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15	8:03 AM	12:01 PM	12:02 PM	6:09 PM			00h 03m	09h 06m		
16	8:00 AM	12:15 PM	12:16 PM	6:27 PM				09h 27m		
17	7:53 AM	12:16 PM	12:16 PM	6:14 PM				09h 21m		
18	8:04 AM	12:18 PM	12:18 PM	5:34 PM			00h 04m	08h 30m		
19	Saturday									
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21	7:55 AM	12:05 PM	12:06 PM	6:31 PM				09h 36m		
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29	8:01 AM	12:13 PM	12:14 PM	5:59 PM			00h 01m	08h 58m		
30	7:55 AM	12:09 PM	12:10 PM	5:54 PM				08h 59m		
31	7:53 AM	12:12 PM	12:12 PM	Half day work			UD	UD		memo attached
Total							UD	UD		

UD = Undetermined (unable to automatically compute due to missing entries)

Submitted by:

KNUDSEN, MARIALE F.

Date:

11/4/24

Approved:

IMPORTANTE, GILBERT A.

Date:

11/4/24



2JoLz9xs



2JoLz9xs



University of Southeastern Philippines
Research Division

DATE	NAME	IN (AM)	OUT (AM)	IN (PM)	OUT (PM)	SIGNATURE
24 / 10 / 2024	VRAY	6:40	12:45	1:10	5:15	
	Perkins	6:45	12:45	1:20	5:22	
	John Wren Earl	6:50	12:45	1:40	5:27	
	Hatch, Norma	6:55	12:45	1:45	5:30	
	Corrales	7:00	12:45	1:50	5:35	
	Relacion	7:05	12:45	1:55	5:40	
	Estela	7:10	12:45	2:00	5:45	
	Perkins	7:15	12:45	2:05	5:50	
	M. K. ...	7:20	12:45	2:10	5:55	
	Com ...	7:25	12:45	2:15	6:00	
	William ...	7:30	12:45	2:20	6:05	
	Roby ...	7:35	12:45	2:25	6:10	
	Estela	7:40	12:45	2:30	6:15	
	VRAY	7:45	12:45	2:35	6:20	

PAID

24 / 10 / 2024	VRAY	6:02	12:45	1:10	5:15	
	Hatch, Norma	6:05	12:45	1:15	5:20	
	John Wren Earl	6:10	12:45	1:20	5:25	
	Corrales	6:15	12:45	1:25	5:30	
	Relacion	6:20	12:45	1:30	5:35	
	Estela	6:25	12:45	1:35	5:40	
	Perkins	6:30	12:45	1:40	5:45	
	Com ...	6:35	12:45	1:45	5:50	
	William ...	6:40	12:45	1:50	5:55	
	Roby ...	6:45	12:45	1:55	6:00	
	Estela	6:50	12:45	2:00	6:05	
	VRAY	6:55	12:45	2:05	6:10	
	M. K. ...	7:00	12:45	2:10	6:15	
	Com ...	7:05	12:45	2:15	6:20	

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RESEARCH DIVISION
GILBERT A. ...
11/1/24



University of Southeastern Philippines
Research, Development, and Extension

PAID

DATE	NAME	IN (AM)	OUT (AM)	IN (PM)	OUT (PM)	SIGNATURE
24 / 10 / 2024	VRAY	6:40	12:10	12:10	6:01	
	Borcinas	6:40	12:27	12:27	5:32	
	Yasme Loren Bacc	6:50	12:40	12:41	5:57	
	Hilish, Martha	7:05	12:09	12:29	5:24	
	Gerarano	7:30	12:30	12:31	6:26	
	S. Adalagan	7:34	12:17	12:17	5:21	
	Atalish, Ben	7:57	12:29	12:30	5:20	
	Pratling	7:57	12:03	12:04	5:44	
	M. Knudsen	7:57	12:40	12:41	5:44	
	Comilung	7:59	12:03	12:04	5:44	
	Ungayman, Hilde Ben	8:11	12:59	1:01		
	Ruby Pagay	8:20				
	Others	9:21	12:49	12:50	5:34	
26 / 10 / 2024	VRAY	6:02	12:04	12:04	6:12	
	Hilish, Martha	7:04	12:20	12:21	5:37	
	Yasme Loren Bacc	7:25	12:06	12:07	5:02	
	S. Adalagan	7:37	12:04	12:05	5:03	
	Comilung	7:57	12:32	12:33		
	Atalish, Ben	7:57	12:01	12:02	5:30	
	Ungayman	7:58	12:03	12:04	6:16	
	Borcinas	8:00	12:32	12:33	6:15	
	M. Knudsen	8:02	12:13	12:14		
	NAMANG, M	8:05	12:12	12:15		
	Pratling	8:07			6:12	
	Ungayman, Hilde Ben	8:07	TINAG			
	Comilung	8:21	12:30	12:31		
	Ruby Pagay	8:24				
	Others		12:04	12:05		

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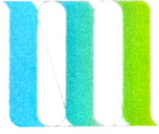
UNIVERSITY OF SOUTHEASTERN PHILIPPINES
RESEARCH AND DEVELOPMENT CONSORTIUM (UNRDC)

GILBERT A. IMPORTANTE

WARD SIGNATURE

11/4/24

DATE



SMAARRDEC

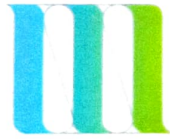
Innovate. Engage. Connect.

Name: **Mariale F. Knudsen**

Designation: **Science Research Assistant**

Accomplishment Report

Date	Description of Activity	Evidence																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
October 1-31, 2024	<ul style="list-style-type: none">Monitoring the utilization/disbursement of General Fund, Consortium Operation Fund, and consortium-led projectsSorting Financial Files of 2020-2023Coordinating with the DOST-PCAARRD regarding of Financial ReportsPrepared and process the SMAARRDEC Staff salary for the month of August & September 16-30, and October 1-15, 2024Prepared and process the Tokens and Polo for DATE 2024Prepared and process the Foods, and tokens for the RSTW, and BSP-SymposiumCoordinating with the Suppliers for the RSTW, and BSP-Symposium	<p>SP 164 - SMAARRDEC 2024</p> <table><thead><tr><th>JANUARY</th><th>FEBRUARY</th><th>MARCH</th><th>APRIL</th><th>MAY</th><th>JUNE</th><th>JULY</th><th>AUGUST</th><th>SEPTEMBER</th></tr></thead><tbody><tr><td>79558959</td><td>79558963</td><td>79558963</td><td>79558960</td><td>93874201</td><td>93874205</td><td>93874213</td><td>93874219</td><td>93874230</td></tr><tr><td>79558960</td><td>79558964</td><td>79558964</td><td>79558961</td><td>93874203</td><td>93874207</td><td>93874214</td><td>93874220</td><td>93874231</td></tr><tr><td>79558961</td><td>79558965</td><td>79558965</td><td>79558962</td><td>93874204</td><td>93874208</td><td>93874215</td><td>93874221</td><td>93874232</td></tr><tr><td>79558962</td><td>79558966</td><td>79558966</td><td>79558963</td><td>93874205</td><td>93874209</td><td>93874216</td><td>93874222</td><td>93874233</td></tr><tr><td>79558963</td><td>79558967</td><td>79558967</td><td>79558964</td><td>93874206</td><td>93874210</td><td>93874217</td><td>93874223</td><td>93874234</td></tr><tr><td>79558964</td><td>79558968</td><td>79558968</td><td>79558965</td><td>93874207</td><td>93874211</td><td>93874218</td><td>93874224</td><td>93874235</td></tr><tr><td>79558965</td><td>79558969</td><td>79558969</td><td>79558966</td><td>93874208</td><td>93874212</td><td>93874219</td><td>93874225</td><td>93874236</td></tr><tr><td>79558966</td><td>79558970</td><td>79558970</td><td>79558967</td><td>93874209</td><td>93874213</td><td>93874220</td><td>93874226</td><td>93874237</td></tr><tr><td>79558967</td><td>79558971</td><td>79558971</td><td>79558968</td><td>93874210</td><td>93874214</td><td>93874221</td><td>93874227</td><td>93874238</td></tr><tr><td>79558968</td><td>79558972</td><td>79558972</td><td>79558969</td><td>93874211</td><td>93874215</td><td>93874222</td><td>93874228</td><td>93874239</td></tr><tr><td>79558969</td><td>79558973</td><td>79558973</td><td>79558970</td><td>93874212</td><td>93874216</td><td>93874223</td><td>93874229</td><td>93874240</td></tr><tr><td>79558970</td><td>79558974</td><td>79558974</td><td>79558971</td><td>93874213</td><td>93874217</td><td>93874224</td><td>93874230</td><td>93874241</td></tr><tr><td>79558971</td><td>79558975</td><td>79558975</td><td>79558972</td><td>93874214</td><td>93874218</td><td>93874225</td><td>93874231</td><td>93874242</td></tr><tr><td>79558972</td><td>79558976</td><td>79558976</td><td>79558973</td><td>93874215</td><td>93874219</td><td>93874226</td><td>93874232</td><td>93874243</td></tr><tr><td>79558973</td><td>79558977</td><td>79558977</td><td>79558974</td><td>93874216</td><td>93874220</td><td>93874227</td><td>93874233</td><td>93874244</td></tr><tr><td>79558974</td><td>79558978</td><td>79558978</td><td>79558975</td><td>93874217</td><td>93874221</td><td>93874228</td><td>93874234</td><td>93874245</td></tr><tr><td>79558975</td><td>79558979</td><td>79558979</td><td>79558976</td><td>93874218</td><td>93874222</td><td>93874229</td><td>93874235</td><td>93874246</td></tr><tr><td>79558976</td><td>79558980</td><td>79558980</td><td>79558977</td><td>93874219</td><td>93874223</td><td>93874230</td><td>93874236</td><td>93874247</td></tr><tr><td>79558977</td><td>79558981</td><td>79558981</td><td>79558978</td><td>93874220</td><td>93874224</td><td>93874231</td><td>93874237</td><td>93874248</td></tr><tr><td>79558978</td><td>79558982</td><td>79558982</td><td>79558979</td><td>93874221</td><td>93874225</td><td>93874232</td><td>93874238</td><td>93874249</td></tr><tr><td>79558979</td><td>79558983</td><td>79558983</td><td>79558980</td><td>93874222</td><td>93874226</td><td>93874233</td><td>93874239</td><td>93874250</td></tr><tr><td>79558980</td><td>79558984</td><td>79558984</td><td>79558981</td><td>93874223</td><td>93874227</td><td>93874234</td><td>93874240</td><td>93874251</td></tr><tr><td>79558981</td><td>79558985</td><td>79558985</td><td>79558982</td><td>93874224</td><td>93874228</td><td>93874235</td><td>93874241</td><td>93874252</td></tr><tr><td>79558982</td><td>79558986</td><td>79558986</td><td>79558983</td><td>93874225</td><td>93874229</td><td>93874236</td><td>93874242</td><td>93874253</td></tr><tr><td>79558983</td><td>79558987</td><td>79558987</td><td>79558984</td><td>93874226</td><td>93874230</td><td>93874237</td><td>93874243</td><td>93874254</td></tr><tr><td>79558984</td><td>79558988</td><td>79558988</td><td>79558985</td><td>93874227</td><td>93874231</td><td>93874238</td><td>93874244</td><td>93874255</td></tr><tr><td>79558985</td><td>79558989</td><td>79558989</td><td>79558986</td><td>93874228</td><td>93874232</td><td>93874239</td><td>93874245</td><td>93874256</td></tr><tr><td>79558986</td><td>79558990</td><td>79558990</td><td>79558987</td><td>93874229</td><td>93874233</td><td>93874240</td><td>93874246</td><td>93874257</td></tr><tr><td>79558987</td><td>79558991</td><td>79558991</td><td>79558988</td><td>93874230</td><td>93874234</td><td>93874241</td><td>93874247</td><td>93874258</td></tr><tr><td>79558988</td><td>79558992</td><td>79558992</td><td>79558989</td><td>93874231</td><td>93874235</td><td>93874242</td><td>93874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JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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79559012	79559016	79559016	79559013	93874255	93874259	93874266	93874272	93874283																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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79559014	79559018	79559018	79559015	93874257	93874261	93874268	93874274	93874285																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559015	79559019	79559019	79559016	93874258	93874262	93874269	93874275	93874286																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559016	79559020	79559020	79559017	93874259	93874263	93874270	93874276	93874287																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559017	79559021	79559021	79559018	93874260	93874264	93874271	93874277	93874288																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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79559019	79559023	79559023	79559020	93874262	93874266	93874273	93874279	93874290																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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79559023	79559027	79559027	79559024	93874266	93874270	93874277	93874283	93874294																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559024	79559028	79559028	79559025	93874267	93874271	93874278	93874284	93874295																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559025	79559029	79559029	79559026	93874268	93874272	93874279	93874285	93874296																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559026	79559030	79559030	79559027	93874269	93874273	93874280	93874286	93874297																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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79559029	79559033	79559033	79559030	93874272	93874276	93874283	93874289	93874300																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559030	79559034	79559034	79559031	93874273	93874277	93874284	93874290	93874301																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559031	79559035	79559035	79559032	93874274	93874278	93874285	93874291	93874302																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559032	79559036	79559036	79559033	93874275	93874279	93874286	93874292	93874303																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559033	79559037	79559037	79559034	93874276	93874280	93874287	93874293	93874304																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559034	79559038	79559038	79559035	93874277	93874281	93874288	93874294	93874305																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559035	79559039	79559039	79559036	93874278	93874282	93874289	93874295	93874306																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559036	79559040	79559040	79559037	93874279	93874283	93874290	93874296	93874307																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559037	79559041	79559041	79559038	93874280	93874284	93874291	93874297	93874308																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559038	79559042	79559042	79559039	93874281	93874285	93874292	93874298	93874309																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559039	79559043	79559043	79559040	93874282	93874286	93874293	93874299	93874310																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559040	79559044	79559044	79559041	93874283	93874287	93874294	93874300	93874311																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559041	79559045	79559045	79559042	93874284	93874288	93874295	93874301	93874312																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559042	79559046	79559046	79559043	93874285	93874289	93874296	93874302	93874313																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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79559044	79559048	79559048	79559045	93874287	93874291	93874298	93874304	93874315																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559045	79559049	79559049	79559046	93874288	93874292	93874299	93874305	93874316																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559046	79559050	79559050	79559047	93874289	93874293	93874300	93874306	93874317																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559047	79559051	79559051	79559048	93874290	93874294	93874301	93874307	93874318																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559048	79559052	79559052	79559049	93874291	93874295	93874302	93874308	93874319																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559049	79559053	79559053	79559050	93874292	93874296	93874303	93874309	93874320																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559050	79559054	79559054	79559051	93874293	93874297	93874304	93874310	93874321																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559051	79559055	79559055	79559052	93874294	93874298	93874305	93874311	93874322																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559052	79559056	79559056	79559053	93874295	93874300	93874306	93874312	93874323																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559053	79559057	79559057	79559054	93874296	93874301	93874307	93874313	93874324																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559054	79559058	79559058	79559055	93874297	93874302	93874308	93874314	93874325																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
79559055	79559059	79559059	79559056	93874298	93874303	93874309	93874315	93874326																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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SMAARRDEC

Innovate. Engage. Connect.

- Sorting of Files on google drive
- Assisting the Student Assistants
- Prepared TO for SMAARRDEC Secretariat
- Book vehicles for the activities/participation of SMAARRDEC and activities of Consortium Director
- Canvassing of Foods, and tokens for the RSTW, and BSP-Symposium
- Process the payment of Suppliers regarding the participation of SMAARRDEC on Davao Agri Trade Expo
- Liquidate the led project of SMAARRDEC – Policy Brief 2024
- Submitted the Liquidated led project of SMAARRDEC to COA
- Process the UB of Policy Brief 2024



Innovate. Engage. Connect.

- Coordinating suppliers for the upcoming activities of SMAARRDEC
- Coordinating other consortia for their schedule arrival
- Initial canvass of ICT Equipment for the ICT Infra led project of SMAARRDEC 2024
- Budgeting the Remaining balance of budget for the SY 2024 and updating for the realignment
- Process the Cash Advance Liquidation
- Projected Expenses for the remaining 3rd & 4th Quarter of Consortium for the Realignment request
- letter for the Realignment Request on Consortium Fund 2024
- Updating the status of Financial led project of SMAARRDEC and Consortium funds

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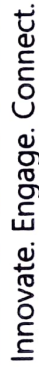
SUMMARY Consortium Operations 2024 As of October 30, 2024

Total Released (2024)	LIB 2024	Disbursed	Payables	Unexpended	Utilization
1,696,808.00					
Salary	319,956.00	220,109.70	16,849.90	82,996.40	74.06
Honorarium	393,600.00	196,800.00	-	196,800.00	50.00
Travel	113,715.00	78,489.00	35,226.00	-	100.00
Communication	43,500.00	21,491.00	-	22,009.00	49.40
Repairs and Maintenance	-	-	-	-	0.00
Supplies	30,000.00	-	-	30,000.00	0.00
Printing	13,290.00	8,290.00	-	5,000.00	62.38
Rent Expense	9,000.00	9,000.00	-	-	100.00
Representation	221,948.00	143,445.10	13,891.00	64,611.90	70.89
Other Professional Services	377,000.00	309,124.46	14,165.84	53,709.70	85.75
Subscription Expenses	4,799.00	4,799.00	-	-	100.00
Indirect Cost_ Utilities	60,000.00	-	-	60,000.00	0.00
Indirect Cost_ Supplies and Materials Exp.	40,000.00	37,531.00	2,469.00	-	100.00
Indirect Cost_ Communication Exp.	10,000.00	10,000.00	-	-	100.00
Total	1,636,808.00	1,039,079.26	82,601.74	515,127.00	68.53

SUMMARY Tatak Mindanaw: Promoting Agri-Aqua Technology for Vibrant Economy As of October 07, 2024

Total Released (2024)	LIB 2024	Disbursed	Payables	Unexpended	Utilization
976,000.00					
Travel	50,000.00	8,875.00	33,228.00	7,897.00	84.21
Communication	5,000.00	4,499.00	-	501.00	89.98
Supplies and materials (Fuel, Oil and Lubricants)	20,000.00	-	-	20,000.00	0.00
Supplies and materials (Collaterals)	60,000.00	58,930.00	-	1,070.00	98.22
Supplies and materials (Tokens)	30,000.00	29,110.00	-	890.00	97.03
Other MOE (Registration Exp -Exhibit Booth)	350,000.00	350,000.00	-	-	100.00
Other MOE (Representation Exp.)	325,500.00	303,098.00	-	22,402.00	93.12
Other MOE (Rent Exp.)	35,000.00	25,900.00	-	9,100.00	74.00
Other MOE (Printing and Publication Exp.)	80,000.00	72,555.00	-	7,445.00	90.69
Other MOE (Semi-Expandable Exp.)	20,500.00	11,180.00	-	9,320.00	54.54
Total	976,000.00	864,147.00	33,228.00	78,626.00	91.94





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Zaterdag 17:24

Maam dyen good afternoon po. Masg follow up tests to see RAOOD maam please

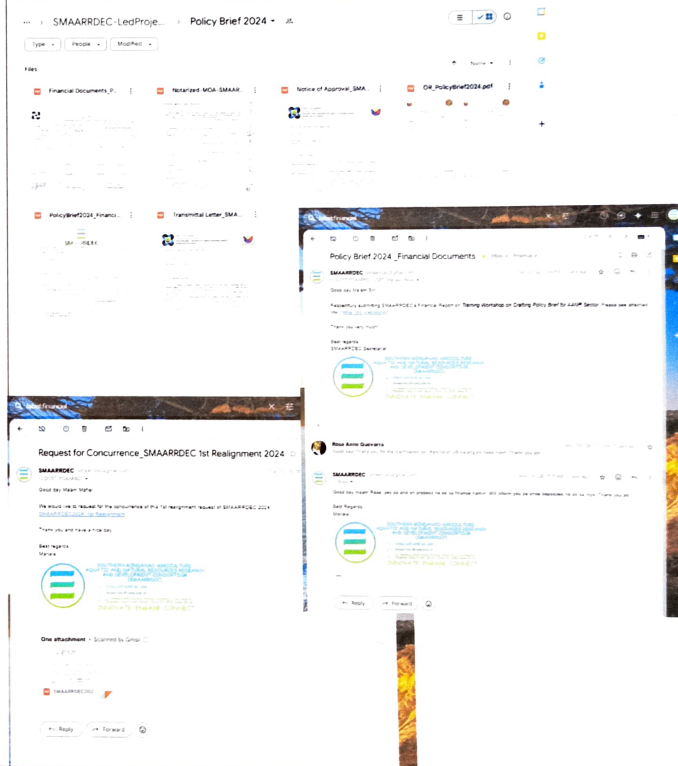
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Thank you maam dyen

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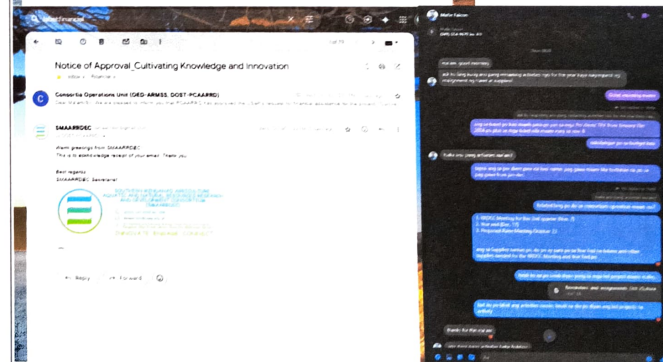


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		<div>riale-Files (G:) > SMAARRDEC > 2024 > Procure 2024 > NSTW2024</div> <table><tr><th>Name</th><th>Date modified</th></tr><tr><td> NSTW2024_Accommodation.pdf</td><td>10/31/24 12:30 pm</td></tr><tr><td> NSTW2024_foods and acoom.xlsx</td><td>10/31/24 12:53 pm</td></tr><tr><td> NSTW2024-RFQ_Accommodation.pdf</td><td>10/31/24 12:32 pm</td></tr><tr><td> NSTW2024-RFQ_Food.pdf</td><td>10/31/24 12:34 pm</td></tr></table> <div>2024 > Procure 2024 > RAISE 2 Project Meeting 2024</div> <table><tr><th>Name</th><th>Date modified</th></tr><tr><td> PO_Kairos-RAISE Meeting 10.23.24.pdf</td><td>10/24/24 9:13 am</td></tr><tr><td> RAISE_FOODS.xlsx</td><td>10/23/24 5:18 pm</td></tr><tr><td> RAISE_FOODS-Menu.pdf</td><td>10/14/24 11:08 am</td></tr><tr><td> RAISE_FOODS-PR.pdf</td><td>10/11/24 10:47 am</td></tr></table> <div>riale-Files (G:) > SMAARRDEC > 2024 > Procure 2024 > RSTW 2024</div> <table><tr><th>Name</th><th>Date modified</th></tr><tr><td> PO2024_Clovis.pdf</td><td>10/31/24 12:49 pm</td></tr><tr><td> PO-RSTW2024_Kairos.pdf</td><td>10/31/24 1:09 pm</td></tr><tr><td> RSTW 2024_Printing.xlsx</td><td>10/16/24 5:12 pm</td></tr><tr><td> RSTW 2024_Printing-PR.pdf</td><td>10/11/24 10:08 am</td></tr><tr><td> RSTW 2024_Printing-RFQ.pdf</td><td>10/14/24 3:06 pm</td></tr><tr><td> RSTW2024_Foods.xlsx</td><td>10/16/24 5:23 pm</td></tr><tr><td> RSTW2024_Foods-PR.pdf</td><td>10/09/24 10:43 am</td></tr><tr><td> RSTW2024_RFQ-Foods.pdf</td><td>10/09/24 3:44 pm</td></tr><tr><td> RSTW2024_Tokens.xlsx</td><td>10/25/24 3:39 pm</td></tr><tr><td> RSTW2024_Tokens-PR.pdf</td><td>10/15/24 11:25 am</td></tr><tr><td> RSTW2024_Tokens-RFQ.pdf</td><td>10/18/24 8:27 am</td></tr></table>	Name	Date modified	NSTW2024_Accommodation.pdf	10/31/24 12:30 pm	NSTW2024_foods and acoom.xlsx	10/31/24 12:53 pm	NSTW2024-RFQ_Accommodation.pdf	10/31/24 12:32 pm	NSTW2024-RFQ_Food.pdf	10/31/24 12:34 pm	Name	Date modified	PO_Kairos-RAISE Meeting 10.23.24.pdf	10/24/24 9:13 am	RAISE_FOODS.xlsx	10/23/24 5:18 pm	RAISE_FOODS-Menu.pdf	10/14/24 11:08 am	RAISE_FOODS-PR.pdf	10/11/24 10:47 am	Name	Date modified	PO2024_Clovis.pdf	10/31/24 12:49 pm	PO-RSTW2024_Kairos.pdf	10/31/24 1:09 pm	RSTW 2024_Printing.xlsx	10/16/24 5:12 pm	RSTW 2024_Printing-PR.pdf	10/11/24 10:08 am	RSTW 2024_Printing-RFQ.pdf	10/14/24 3:06 pm	RSTW2024_Foods.xlsx	10/16/24 5:23 pm	RSTW2024_Foods-PR.pdf	10/09/24 10:43 am	RSTW2024_RFQ-Foods.pdf	10/09/24 3:44 pm	RSTW2024_Tokens.xlsx	10/25/24 3:39 pm	RSTW2024_Tokens-PR.pdf	10/15/24 11:25 am	RSTW2024_Tokens-RFQ.pdf	10/18/24 8:27 am
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SMAARRDEC

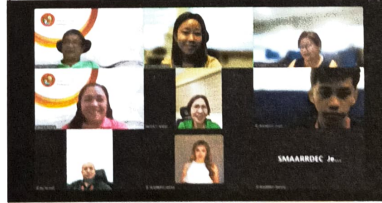
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PPMP2024_RSTW.pdf	10/01/24 5:53 pm



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Prepared by:

MARIALE F. KNUDSEN
Science Research Assistant

Approved by:

GILBERT A. IMPORTANTE
Consortium Director



CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This **CONTRACT** is made and entered into by and between:

The **UNIVERSITY OF SOUTHEASTERN PHILIPPINES**, a state university organized and operating under Batas Pambansa Big. 12, with office and postal address at Iñigo St. Bo. Obrero, Davao City, represented in this contract by its University President **DR. BONIFACIO G. GABALES, JR.**, hereafter referred to as the "**UNIVERSITY**";

The **SOUTHERN MINDANAO AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT CONSORTIUM** based at the **UNIVERSITY OF SOUTHEASTERN PHILIPPINES**, with office address at Iñigo St., Bo. Obrero, Davao City, hereinafter referred to as "**SMAARDEC**".

-and-

MRS. MARIALA F. KNUDSEN, of legal age, Filipino, and a resident of 115 Range Rover St. Sarpili Village Brgy. Wilfredo Aquino, Davao City, hereinafter referred to as "**Science Research Assistant**".

-Witnesseth-

WHEREAS, the Southern Mindanao Agriculture, Aquatic and Natural Resources Research and Development Consortium (**SMAARDEC**) was transferred to the University of Southeastern Philippine with the Research Division as its nucleus, from the Department of Agriculture Regional Field Unit XI on April 1, 2003.

WHEREAS, the Science Research Assistant (**SRA**) has offered her services to the consortium and whose offer was accepted but subject to the terms and considerations hereinafter stipulated

NOW, THEREFORE for and in consideration of the mutual covenant and agreements made herein, the **UNIVERSITY** through **SMAARDEC** and the Science Research Assistant by these presents entered into Contract of Service whereby the University through **SMAARDEC** renews the services of the latter under the following terms and conditions, that:

1. The duration of this contract shall be from July 1, 2024 until December 31, 2024, but subject to renewal after careful evaluation of the performance of the Science Research Assistant.
2. The **Science Research Assistant** shall report to the Consortium Director of **SMAARDEC** who assigns and checks her daily activities.
3. This Science Research Assistant (**SRA**) shall perform the following functions and duties, to wit:
 - Financial Management of the consortium and consortium-led projects and
 - Financial Reports of consortium and consortium-led projects
 - Facilitating administrative functions in the office;
 - Assists in the liquidation of the financial reports of DOST-funded AANR Research Projects.

4. In the performance of her aforementioned functions and duties, the Science Research Assistant shall be entitled to a fixed monthly compensation of **TWENTY-FIVE THOUSAND THREE HUNDRED THIRTY-FIVE PESOS (P25,355.00)** of which the same shall report to the office eight (8) hours a day, 8:00 AM to 5:00 PM, from Monday to Friday. She shall be entitled to a Premium Pay

based on Joint Circular (CSC, COA, DBM), No. 1, 5, 2018 subject to availability of funds. Additionally, she shall be entitled to a travel expense and the granting of per diem, for official travels related to SMAARDEC activities subject to the availability of funds and in accordance with existing rules and regulations on travel allowances

5. The Science Research Assistant understands that she may be exposed to any risk arising out of and during the course of her official travel. Hence, the Science Research Assistant is expected to procure her own insurance coverage relating to these travels. Moreover, due to the nature of her relationship with the University, the Science Research Assistant exonerates the University from any and all liability or claim she may have with respect to any bodily injury, personal injury, illness, death or property damage

6. The **SMAARDEC** may revoke/cancel this contract anytime or even before the expiration of this contract without the necessity of judicial proceedings for reasons such as but not limited to lack of funds, poor performance, and any violation of the terms and conditions of the contract made by the Science Research Assistant.

7. In the exigency of service, you will be required to perform overtime beyond the stipulated period provided that there is an approved letter request and plan of work/activities. Services rendered will be paid for the following rate as stipulated in the **Handbook on Workers' Statutory Monetary Benefits, 2019 Edition**.

- 125% regular working days
- 130% rest day
- 150% special holiday during rest day
- 200% X 130% regular holiday during rest day

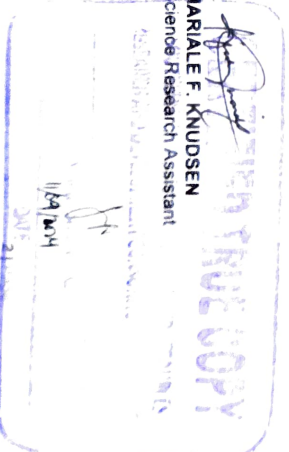
8. That it is understood that this contract does not create an employer-employee relationship between the **University** and the **Science Research Assistant** that the services rendered hereunder are not considered and will not be accredited as government service, and the latter is not entitled to benefits enjoyed by the permanent personnel of the University.

9. Non-Disclosure. It is expressly understood by the University to the **Science Research Assistant** that all information on technology, process, standard, quality assurance, methodologies, quality standards, production capabilities, marketing finance and all other related document, manuals and operational or technical matter that the University shall make available to them in discharge of his work shall be kept with confidentiality. Both parties hereby undertake to prevent disclosure of transfer of such information, consciously or unconsciously, to any party outside of the workplace without the knowledge and written consent of the University. The **SMAARDEC** shall ensure that, upon the commencement of her duties, the Science Research Assistant promptly signs the Non-Disclosure Agreement and shall retain a copy of the agreement in its office records.

IN WITNESS WHEREOF, the parties hereunto signed and affixed their signature this _____ at Davao City, Philippines.

UNIVERSITY OF SOUTHEASTERN
PHILIPPINES
[Signature]
DR. BONIFACIO G. GABALES, JR.
SUC President IV

[Signature]
MARIALE F. KNUDSEN
Science Research Assistant



Recommending Approval
[Signature]
GILBERTA IMPORTANTE
Director, SMAARRDEC

Funds Available:
MARIA LUISA B. FAUNILLAN
Vice President for Administration

[Signature]
ABIGAIL F. FRANCISCO
Finance Director

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF DAVAO) S.S.

BEFORE ME, a Notary Public for and in the City of Davao, this
JUL 18 2024, personally appeared

Name	Government Issued ID No.	Date and Place Issued
BONIFACIO G. GABALES JR.	PRC ID NO. 0203287	Davao City
MARIALE F. KNUDSEN	<i>to be filled</i>	Davao

Known to me and known to be the same persons who executed the foregoing Contract of Service consisting of three (3) pages, including the page in which this Acknowledgment is written, and who acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL, on the date and place above written.

NOTARY PUBLIC

PAID

[Signature]
ATTY. JIMMY CONEY P. OLAVAN

Notary Public for Davao City
Commission Serial No. 2024-334-2025
Valid until December 31, 2025
Roll of Attorney's No. 89552
IBP OR No. 420438 - January 14, 2024
PTR OR No. 9735652 - March 12, 2024
MCLE Compliance No. Exempted
(Admitted to the Bar, December 22, 2023)

Doc. No. 67
Page No. 11
Book No. 11
Series of 2024.

[Signature]
11/04/24
Dave
31

DAILY TIME RECORD

NAME: **SURA, JONNALYN L.**

For the month of **OCTOBER / 2024**

Official hours of arrival (regular days) and departure

DAY	A.M		P.M		OVERTIME	
	Arrival	Departure	Arrival	Departure	Arrival	Departure
16	8:17 AM	12:02 PM	12:03 PM	5:20 PM		
17	8:29 AM	12:16 PM	12:16 PM	4:45 PM		
18	7:58 AM	12:18 PM	12:18 PM	5:34 PM		

8	5mura
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$$3 \text{ hrs} \times 144.06 = 432.18$$

I certify on my honor that the above is a true and correct report of the hours of work performed and of which was made daily at the time of arrival and the departure from office.

Verified as to the prescribed office hours

IMPORTANTE, GILBERTA



DAILY TIME RECORD HOURS RENDERED

NAME: SURA, JONNALYN L.

Unit: SMAARDEC

Type: Non-Teaching Staff

Month: October

Year: 2024

Work Arrangement: Regular Working hours

DAY	A.M		P.M		OVERTIME		Hours			Justification of manual entries or other remarks
	Arrival	Departure	Arrival	Departure	Arrival	Departure	UT / Late	Reminded	Overtime	
16	8:17 AM	12:02 PM	12:03 PM	5:20 PM			00h 17m	08h 03m		
17	8:29 AM	12:16 PM	12:16 PM	4:45 PM			00h 44m	07h 16m		
18	7:58 AM	12:18 PM	12:18 PM	5:34 PM				08h 36m		
19	8:11 AM									
20	8:05 AM	12:05 PM								
21	8:05 AM	12:05 PM	12:06 PM	5:21 PM			00h 05m	08h 16m		
22	8:01 AM	12:02 PM	12:02 PM	5:19 PM			UD	UD		
23	8:30 AM	12:32 PM	12:32 PM	5:22 PM			00h 30m	07h 52m		CMR in room
24	8:14 AM	12:04 PM	12:05 PM	5:24 PM			00h 14m	08h 10m		
25	8:21 AM	12:15 PM	12:15 PM	5:10 PM			00h 21m	07h 49m		
26	8:11 AM									
27		12:00 PM								
28	8:00 AM	12:02 PM	12:03 PM	5:28 PM			UD	UD		CMR in hospital
29	8:00 AM	12:06 PM	12:10 PM	5:47 PM				08h 47m		
30	8:22 AM	12:00 PM	12:10 PM	5:18 PM			00h 22m	07h 56m		
31	8:27 AM	12:13 PM	12:14 PM				04h 27m	03h 46m		Non-attendance
Total							UD	UD		

UD = Undetermined (unable to automatically compute due to missing entries)

Submitted by:

SURA, JONNALYN L.

Date: 11/17/24

Approved:

IMPORTANTE, GILBERT A.

Date: 11/17/24



DAILY TIME RECORD

NAME: SURA, JONNALYN L.For the month of OCTOBER / 2024

Official hours of arrival (regular days) and departure

DAY	A.M		P.M		OVERTIME	
	Arrival	Departure	Arrival	Departure	Arrival	Departure
16	8:17 AM	12:02 PM	12:03 PM	5:20 PM		
17	8:29 AM	12:16 PM	12:16 PM	4:45 PM		
18	7:58 AM	12:18 PM	12:18 PM	5:34 PM		
19	SUNDAY					
20	SUNDAY					
21	8:05 AM	12:05 PM	12:06 PM	5:21 PM		
22	8:07 PM	12:02 PM	12:02 PM	5:19 PM		
23	8:30 AM	12:32 PM	12:32 PM	5:22 PM		
24	8:14 AM	12:04 PM	12:05 PM	5:24 PM		
25	8:21 AM	12:15 PM	12:15 PM	5:10 PM		
26	SUNDAY					
27	SUNDAY					
28	8:00 PM	12:02 PM	12:03 PM	5:28 PM		
29	8:00 AM	12:09 PM	12:10 PM	5:47 PM		
30	8:22 AM	12:09 PM	12:10 PM	5:18 PM		
31	8:27 AM	12:13 PM	Half day work			

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and the departure from office.

Verified as to the prescribed office hours

 IMPORTANTE, GILBERT A.

DAILY TIME RECORD

NAME: SURA, JONNALYN L.For the month of OCTOBER / 2024

Official hours of arrival (regular days) and departure

DAY	A.M		P.M		OVERTIME	
	Arrival	Departure	Arrival	Departure	Arrival	Departure
16	8:17 AM	12:02 PM	12:03 PM	5:20 PM		
17	8:29 AM	12:16 PM	12:16 PM	4:45 PM		
18	7:58 AM	12:18 PM	12:18 PM	5:34 PM		
19	SUNDAY					
20	SUNDAY					
21	8:05 AM	12:05 PM	12:06 PM	5:21 PM		
22	8:07 PM	12:02 PM	12:02 PM	5:19 PM		
23	8:30 AM	12:32 PM	12:32 PM	5:22 PM		
24	8:14 AM	12:04 PM	12:05 PM	5:24 PM		
25	8:21 AM	12:15 PM	12:15 PM	5:10 PM		
26	SUNDAY					
27	SUNDAY					
28	8:00 AM	12:02 PM	12:03 PM	5:28 PM		
29	8:00 AM	12:09 PM	12:10 PM	5:47 PM		
30	8:22 AM	12:09 PM	12:10 PM	5:18 PM		
31	8:27 AM	12:13 PM	Half day work			

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and the departure from office.

Verified as to the prescribed office hours

 IMPORTANTE, GILBERT A.



OKBYxndZ



OKBYxndZ

DAILY TIME RECORD HOURS RENDERED

NAME: SURA, JONNALYN L.

Unit: SMARDEC

Type: Non-Teaching Staff

Month: October Year: 2024

Work Arrangement: Regular Working hours

DAY	A.M		P.M		OVERTIME		Hours		Justification of manual entries or other remarks
	Arrival	Departure	Arrival	Departure	Arrival	Departure	UT / Late	Rendered	Overtime
16	8:17 AM	12:02 PM	12:03 PM	5:20 PM			00h 17m	08h 03m	
17	8:29 AM	12:16 PM	12:16 PM	4:45 PM			00h 44m	07h 16m	
18	7:58 AM	12:18 PM	12:18 PM	5:34 PM				08h 36m	
19	8:10 AM								
20	8:10 AM								
21	8:05 AM	12:05 PM	12:06 PM	5:21 PM			00h 05m	08h 16m	
22	8:11 AM	12:02 PM	12:02 PM	5:19 PM			UD	UD	entry in handbook
23	8:30 AM	12:32 PM	12:32 PM	5:22 PM			00h 30m	07h 52m	
24	8:14 AM	12:04 PM	12:05 PM	5:24 PM			00h 14m	08h 10m	
25	8:21 AM	12:15 PM	12:15 PM	5:10 PM			00h 21m	07h 49m	
26	8:10 AM								
27	8:10 AM	12:02 PM	12:03 PM	5:28 PM			UD	UD	entry in handbook
28	8:00 AM	12:09 PM	12:10 PM	5:47 PM				08h 47m	
29	8:22 AM	12:09 PM	12:10 PM	5:18 PM			00h 22m	07h 56m	
30							04h 27m	03h 46m	None attached
31	8:27 AM	12:13 PM	12:14 PM						
Total							UD	UD	

UD = Undetermined (unable to automatically compute due to missing entries)

Submitted by:

SURA, JONNALYN L.

Date: 11/01/2024

Approved:

IMPORTANTE, GILBERT A.

Date: 11/11/24

PAID



0k5byxndz



0k5byxndz



University of Southeastern Philippines Research, Development, and Extension

PAID

DATE	NAME	IN (AM)	OUT (AM)	IN (PM)	OUT (PM)	SIGNATURE
22 Oct 2024	CELENE	6:07	8:55	11:0	7:27	
	VIRAY	6:44	12:10	11:0	6:35	
	Maria Lorea Breal	6:55	12:07	12:37	5:49	
	Boxing	6:56			7:27	
	Math, North	7:14	12:02	12:14	6:13	
	GARCIA, JO	7:15	12:23	12:24	6:16	
	Conception	7:25	12:12	12:17	6:19	
	VIRAY ENIAH	7:25	12:14	12:20	7:26	
	guyana, R	7:36	12:07	12:16		
	ifalocacion	7:46	12:44	12:35	6:16	
	Bodino	8:00	12:02	12:03	5:50	
	Wageningen, Jolyd Ayon	8:04	12:02	12:15	7:01	
	Mckenzie	8:06	12:14	12:13		
	Edna Leticia	8:24	12:12	12:13		
23, Oct 2024	guyana	8:00	12:07	12:16	5:19	
	guyana	8:00	12:07	12:16	5:19	
	guyana	8:00	12:07	12:16	5:19	
	guyana	8:00	12:07	12:16	5:19	
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	guyana	8:00	12:07	12:16	5:19	
	guyana	8:00	12:07	12:16	5:19	
	guyana	8:00	12:07	12:16	5:19	
	guyana	8:00	12:07	12:16	5:19	
	guyana	8:00	12:07	12:16	5:19	
	guyana	8:00	12:07	12:16	5:19	
	guyana	8:00	12:07	12:16	5:19	
	guyana	8:00	12:07	12:16	5:19	
	guyana	8:00	12:07	12:16	5:19	

11/4/24
GILBERT A. IMPERANTE



University of Southeastern Philippines
Research, Development, and Extension

DATE	NAME	IN (AM)	OUT (AM)	IN (PM)	OUT (PM)	SIGNATURE
26 / 10 / 2024	UNRA Cecilia Borja	6:42 6:57	12:14	12:14	7:42 7:57	
	VARLENA, M Muriel O	7:08 7:21	12:30 12:30	12:33 12:34	6:57 6:03	
	Noriea Loren Borja	7:26 7:36	12:06 12:08	12:04 12:22	5:38 4:18	
	Carmen Carmelita Nk	7:42 7:54	12:21	12:02	5:50	
	Helen Morda Lynne Morda	7:44 7:54	12:10 12:30	12:18 12:21	5:17 7:04	
	Concepcion Concepcion	7:56 8:04	12:31 12:07	12:32 12:02	5:04	
	Roby Paquy M. Linda Paquy	8:04 8:04	12:03 12:20	12:02 12:17	5:01 6:14	
	Arnell Arnell	8:04 8:04	12:03 12:14	12:02 12:17	5:01 6:14	
	NANAN, M NANAN, M	8:04 8:04	12:03 12:14	12:02 12:17	5:01 6:14	
	gallia	8:04 8:04	12:03 12:14	12:02 12:17	5:01 6:14	
	DECPRE Wendy	8:42 8:42	12:47 12:06	12:47 12:06	5:48 16:03	
	VARLENA Wendy	8:42 8:42	12:06 12:18	12:07 12:19	5:51	
	Noriea Loren Borja	7:06 7:14	12:53 12:53	12:54 12:54	5:51	
	Concepcion Concepcion	7:26 7:36	12:06 12:08	12:04 12:16	5:51	
	Helen Morda Helen Morda	7:42 7:54	12:14 12:07	12:14 12:07	5:51	
29 Oct 2024	J. ALEXANDER J. ALEXANDER	7:40 7:40	12:13	12:14	5:18	
	R. Masinaring R. Masinaring	7:40 7:40	12:13	12:14	5:18	
	M. Masinaring M. Masinaring	8:01 8:01	12:30	12:31	5:57	
	Carmelita Nk Carmelita Nk	8:01 8:01	12:30	12:31	5:57	
	Noriea Loren Borja Noriea Loren Borja	8:30 8:30	12:09	12:10	5:57	
	Carmelita Nk Carmelita Nk	8:30 8:30	12:09	12:10	5:57	
	NANAN, M NANAN, M	8:30 8:30	12:09	12:10	5:57	
	Concepcion Concepcion	8:30 8:30	12:09	12:10	5:57	
	Concepcion Concepcion	8:30 8:30	12:09	12:10	5:57	
	Concepcion Concepcion	8:30 8:30	12:09	12:10	5:57	

CERTIFIED TRUE COPY

VERIFIED BY: [Signature]

DATE: 26 OCT 2024



University of Southeastern Philippines
Research, Development, and Extension

DATE	NAME	IN		OUT		SIGNATURE
		(AM)	(AM)	(PM)	(PM)	
22 Oct 2024	CEBATE	7:27	7:27			
	VIRAY	6:43	12:10	1:10	6:25	
	Wen Loren Bec	6:55	12:01	12:27	5:19	
	Boxing	6:56			7:23	
	Hob, Martha	7:14	12:02	1:14	6:19	
	Genlor, Cle	7:15	12:23	12:24	6:16	
	Carapian	7:15	12:12	12:27	6:19	
	VIRAYENIA	7:25	12:14	12:28	7:26	
	gumpas, R.	7:25	12:14	12:28	7:26	
	gumpas, R.	7:26	12:14	12:28	7:26	
	gumpas, R.	7:26	12:14	12:28	7:26	
	gumpas, R.	7:26	12:14	12:28	7:26	
	gumpas, R.	7:26	12:14	12:28	7:26	
	gumpas, R.	7:26	12:14	12:28	7:26	
	gumpas, R.	7:26	12:14	12:28	7:26	
23 Oct 2024	gumpas, R.	7:26	12:14	12:28	7:26	
	gumpas, R.	7:26	12:14	12:28	7:26	
	gumpas, R.	7:26	12:14	12:28	7:26	
	gumpas, R.	7:26	12:14	12:28	7:26	
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	gumpas, R.	7:26	12:14	12:28	7:26	
	gumpas, R.	7:26	12:14	12:28	7:26	
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	gumpas, R.	7:26	12:14	12:28	7:26	
	gumpas, R.	7:26	12:14	12:28	7:26	
	gumpas, R.	7:26	12:14	12:28	7:26	

11/10

11/4/24

ALBERT A. IMPERANTE



University of Southeastern Philippines
Research, Development, and Extension

DATE	NAME	IN (AM)	OUT (AM)	IN (PM)	OUT (PM)	SIGNATURE
30 / 10 / 2024	UNDA Ceballos Borabans	6:42 6:57	12:14	12:14	7:42 7:57	
	JARUENA, JN	7:08	12:00	12:33	10:57	
	Munorio	7:04	12:10	12:11	5:29	
	Urean Loren Bore	7:21	12:06	12:07	5:08	
	Laguardia Carmelita	7:26	12:08	12:06	5:38	
	HTM, MORTA	7:42	12:11	12:22	6:18	
	Ingkong, Alayds Ben	7:42	12:01	12:02	5:50	
	J. Teodoro	7:54	12:20	12:21	5:04	
	Carabao	7:56	12:31	12:32	5:06	
	Roby Jacary	8:04	12:01	12:02	5:21	
	M. Kundan	8:04	12:03	12:09	5:21	
	Carallie Neri	8:04	12:28	12:17	6:10	
	Penary	8:06	12:16	12:17	6:14	
	NATHANIL M. Yule	8:06	12:00	12:03	6:19	
	Ingkong					
	OCAPPE	8:29	12:42	12:47	5:48	
	UNAT	8:42	12:08	12:08	7:36	
	✓ JARUENA	8:46	12:08	12:19	6:51	
29 / 10 / 2024	Urean Loren Bore	7:14	12:53	12:54	5:51	
	Borabans	7:31	12:07	12:10	5:51	
	COM, PILLALUB	7:31	12:07	12:10	5:51	
	HTM, MORTA	7:34	12:14	12:16	5:51	
	J. K. O. V. U. C. A. N.	7:38	12:14	12:17	5:51	
	K. M. S. I. N. D. I. C. I. O. N.	7:40	12:13	12:14	6:18	
	C. A. R. A. B. A. O.	7:40	12:13	12:14	6:18	
	M. B. O. R. A. B. A. N. S.	8:01	12:13	12:14	6:18	
	C. A. R. A. B. A. O.	8:01	12:13	12:14	6:18	
	U. R. E. A. N.	8:01	12:13	12:14	6:18	
	U. R. E. A. N.	8:01	12:13	12:14	6:18	
	U. R. E. A. N.	8:01	12:13	12:14	6:18	

CERTIFIED TRUE COPY

UNIVERSITY OF SOUTHEASTERN PHILIPPINES

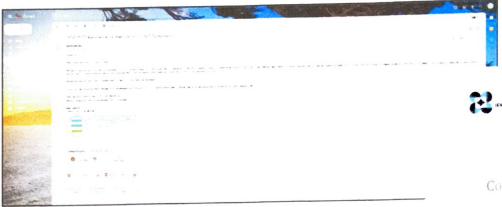

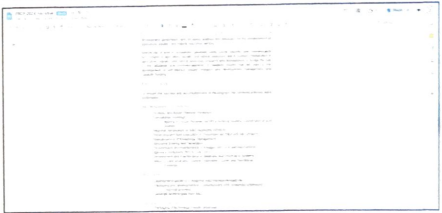
CLERK: A. IMPERIAL

01/11/24

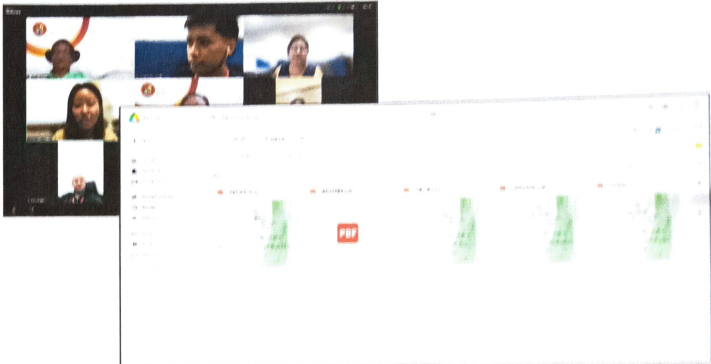
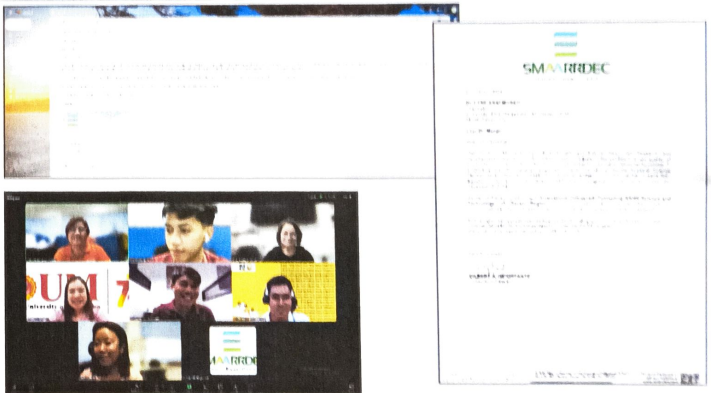
Name: JONNALYN L. SURA

Designation: Science Research Assistant

Accomplishment Report


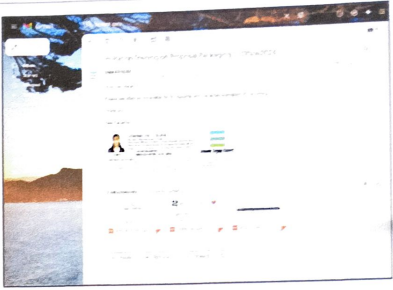
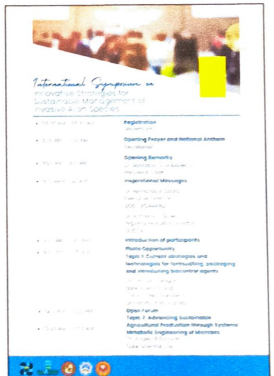

Date	Description of Activity	Evidence
October 16, 2024	<ul style="list-style-type: none"> Checked and responded email Sent letter to DOST-PCAARRD and UM requesting assistance for BSP Symposium Edited narrative report for ERCP 	 <p>ENHANCED REGIONAL COLLABORATIVE PROGRAM IN DAVAO REGION</p>
October 17, 2024	<ul style="list-style-type: none"> Checked and responded email Initial sent letter for Mr. Aguanta attendance to Cebu Edited narrative report for ERCP 	 



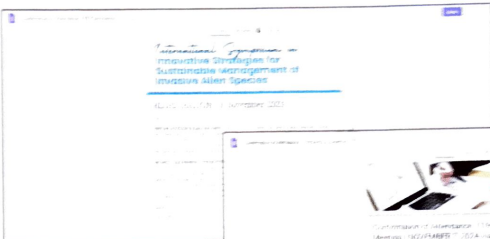
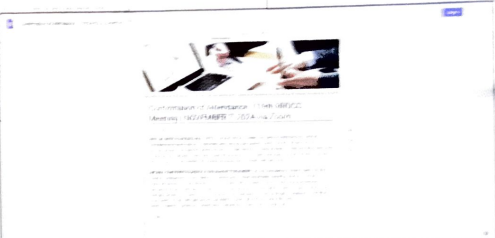

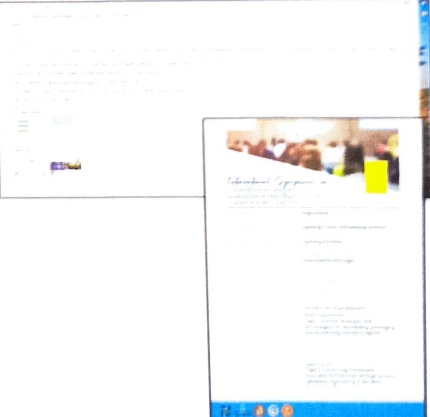
<p>October 18, 2024</p>	<ul style="list-style-type: none"> • Checked and responded email • Request for signature of certificates for BSP symposium • Coordinated with Ms. Sharmaine from DOST XI on the conduct of RSTW 2024 • Conduct secretariat meeting 	
<p>October 21, 2024</p>	<ul style="list-style-type: none"> • Checked and responded email • Request CMLs for technologies – booth display • SMAARRDEC meeting with BSP 	

PAID

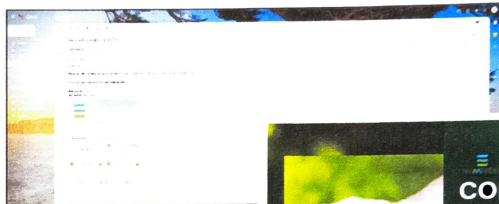

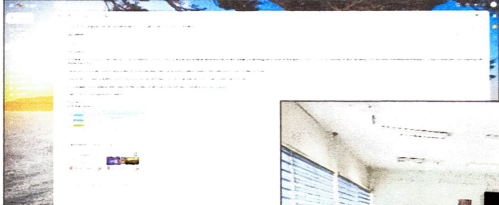




<p>October 22, 2024</p>	<ul style="list-style-type: none"> • Checked and responded email • Drafted and sent out endorsement letter of Mr. Aguanta for seminar at Cebu 		
<p>October 23, 2024</p>	<ul style="list-style-type: none"> • Checked and responded email • Drafted letter for BSP and RRDC meeting • Layout BSP program 		

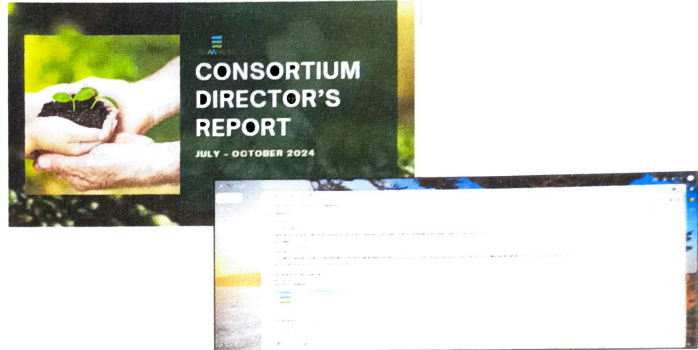
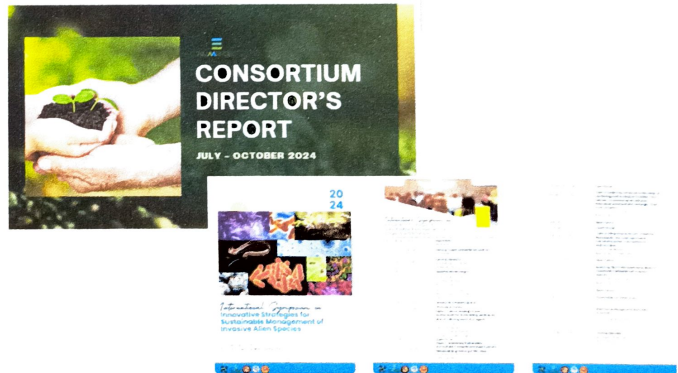


<p>October 24, 2024</p>	<ul style="list-style-type: none"> • Checked and responded email • Created registration form for BSP Symposium • Created registration form for 119th RRDC Meeting • Consolidated reports for RRDC Meeting 	 
<p>October 25, 2024</p>	<ul style="list-style-type: none"> • Checked and responded email • Invite for BSP symposium sent to 32 CMIs • Revised BSP program 	 



<p>October 28, 2024</p>	<ul style="list-style-type: none"> • Checked and responded email • Request RSTW 2024 speaker • Edited CD report 	 
<p>October 29, 2024</p>	<ul style="list-style-type: none"> • Checked and responded email • Invite speaker for BSP symposium • Edited CD report for 119th RRDC • Secretariat Meeting 	  



<p>October 30, 2024</p>	<ul style="list-style-type: none"> • Checked and responded email • Sent invitation letter to CMIs for the RRDC Meeting • Edited CD report for 119th RRDC 	
<p>October 31, 2024</p>	<ul style="list-style-type: none"> • Checked and responded email • Edited CD report for 119th RRDC • Revised BSP Program <p style="text-align: center; color: blue; font-weight: bold; transform: rotate(-45deg); font-size: 2em;">PAID</p>	





Prepared by:

JONNALYN L. SURA
Science Research Assistant

Approved by:

Dr. GILBERT A. IMPORTANTE
Consortium Director

PAID

SOUTHERN MINDANAO AGRICULTURE,
AQUATIC AND RESOURCES RESEARCH
AND DEVELOPMENT CONSORTIUM

2F RDE Bldg, University of Southeastern Philippines (USEP)
Iñigo St., Bo. Obrero, Davao City 8000 PHILIPPINES

Telefax (082) 321 2000
E-mail us at smarrdec@yahoo.com

Like us on Facebook or
visit our website at
www.smarrdec.com



CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This CONTRACT is made and entered into by and between:

The **UNIVERSITY OF SOUTHEASTERN PHILIPPINES**, a state university organized and operating under Batas Pambansa Big 12, with office and postal address at Iligo St. Bo. Obrero, Davao City, represented in this contract by its University President, **DR. BONIFACIO G. GABALES, JR.**, hereafter referred to as the "UNIVERSITY";

The **SOUTHERN MINDANAO AGRICULTURE AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT CONSORTIUM**, based at the **UNIVERSITY OF SOUTHEASTERN PHILIPPINES**, with office address at Iligo St. Bo. Obrero, Davao City, hereinafter referred to as "SMAARDEC";

-and-

MS. JONNALYN L. SURA, of legal age, Filipino, and a resident of Purok 3, Bigay, Panton Pantukan, Davao de Oro, hereinafter referred to as "Science Research Assistant";

-Witnesseth-

WHEREAS, the Southern Mindanao Agriculture, Aquatic and Natural Resources Research and Development Consortium (SMAARDEC) was transferred to the University of Southeastern Philippine with the Research Division as its nucleus, from the Department of Agriculture Regional Field Unit XI on April 1, 2003.

WHEREAS, the Science Research Assistant (SRA) has offered her services to SMAARDEC and whose offer was accepted but subject to the terms and considerations hereinafter stipulated.

NOW, THEREFORE for and in consideration of the mutual covenant and agreements made herein, the **UNIVERSITY** through **SMAARDEC** and the **Science Research Assistant** by these presents entered into Contract of Service whereby the University through SMAARDEC renews the services of the latter under the following terms and conditions, that:

1. The duration of this contract shall be from July 1, 2024 until December 31, 2024, but subject to renewal after careful evaluation of the performance of the **Science Research Assistant**.
2. The **Science Research Assistant** shall report to the Consortium Director of SMAARDEC through Technology Transfer Cluster Coordinator who assigns and checks her daily activities.
3. This **Science Research Assistant** shall perform the following functions and duties to wit:
 - Maintains SMAARDEC webpage in coordination with the SRA-web developer.
 - Assists in consolidating reports of the consortium.
 - Coordinates with the SMAARDEC member institutions on collaborative activities, and
 - Does documentation of SMAARDEC-related activities
- 4.

In the performance of aforementioned functions, the **Science Research Assistant** shall be entitled to a fixed monthly compensation of **TWENTY-FIVE THOUSAND THREE HUNDRED FIFTY-FIVE PESOS (P25,355.00)** of which the same shall report to the office eight (8) hours a day, 8:00 AM to 5:00 PM, from Monday to Friday. She shall be entitled to a Premium Pay based on Joint Circular (CSC, COA,

DBM) No. 1, 5, 2018 subject to availability of funds. Additionally, she shall be entitled to a travel expense and the granting of per diem for official travels related to SMAARDEC activities subject to the availability of funds and in accordance with existing rules and regulations on travel allowances.

5. The **Science Research Assistant**, understands that she may be exposed to any risk arising out of and during the course of her official travel. Hence, the **Science Research Assistant** is expected to procure her own insurance coverage relating to these travels. Moreover, due to the nature of her relationship with the University, the Science Research Assistant exonerates the University from any and all liability or claim she may have with respect to any bodily injury, personal injury, illness, death or property damage.

6. The Consortium may revoke/cancel this contract anytime or even before the expiration of this contract without the necessity of judicial proceedings for reasons such as but not limited to lack of funds, poor performance, and any violation of the terms and conditions of the contract made by the Science Research Assistant.

7. In the exigency of service, you will be required to perform overtime beyond the stipulated period provided that there is an approved letter request and plan of work/activities. Services rendered will be paid for the following rate as stipulated in the **Handbook on Workers' Statutory Monetary Benefits, 2019 Edition**.

- 125% regular working days
- 130% rest day
- 150% special holiday during rest day
- 200% x 130% regular holiday during rest day

8. That it is understood that this contract does not create an employer-employee relationship between the University and the Science Research Assistant, that the services rendered hereunder are not considered and will not be accredited as government service; and the latter is not entitled to benefits enjoyed by the permanent personnel of the University.

9. Non-Disclosure. It is expressly understood by the University to the Science Research Assistant that all information on technology, process standard, quality assurance, methodologies, quality standards, production capabilities, marketing, finance and all other related document, manuals and operational or technical matter that the University shall make available to them in discharge of his work shall be kept with confidentiality. Both parties hereby undertake to prevent disclosure of transfer of such information, consciously or unconsciously, to any party outside of the workplace without the knowledge and written consent of the University. The SMAARDEC shall ensure that, upon the commencement of her duties, the Science Research Assistant promptly signs the Non-Disclosure Agreement and shall retain a copy of the agreement in its office records.

IN WITNESS WHEREOF, the parties hereunto signed and affixed their signature this _____ at Davao City, Philippines.

UNIVERSITY OF SOUTHEASTERN
PHILIPPINES

DR. BONIFACIO G. GABALES, JR.
SUD, President IV

JONNALYN L. SURA
Science Research Assistant

Recommending Approval:

DR. GILBERT A. LIMPORTANTE

Recommending Approval:

DR. GILBERT A. IMPORTANTE
SMARDEC Director
Funds Available:

MARIA LUISA B. FAUNILLAN
Vice President for Administration

ABIGAIL F. FRANCISCO
Finance Director

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF DAVAO) S.S.

BEFORE ME, a Notary Public for and in the City of Davao, this
JUL 11 8 2024, personally appeared:

Name	Government Issued ID No	Date and Place Issued
BONIFACIO G. GABALES JR.	PRC ID NO. 0203287	Davao City
JONNALYN L. SUBA	CGS 1-4084-4701-7245	Panorahon

known to me and known to be the same persons who executed the foregoing Contract of Service consisting of three (3) pages, including the page in which this Acknowledgment is written, and who acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL, on the date and place above written.

NOTARY PUBLIC

ATTY. ZHMA CONEY P. OLAVAN

Notary Public for Davao City
Commission Serial No. 2024-334-2025
Valid until December 31, 2025
IBP OR No. 420438 • January 19, 2024
PTR OR No. 9735652 • March 12, 2024
MCLE Compliance No. Exempted
(Admitted to the Bar, December 22, 2023)

Doc. No. 64
Page No. 5
Book No. 7
Series of 2024.



University of Southeastern Philippines

Office of the President

MEMORANDUM
No. 20241031-01

TO : ALL FACULTY, STAFF, CONTRACT OF SERVICE, JOB ORDER, OUTSOURCED, AND PROJECT-BASED WORKERS
All Campuses, *This University*

THROUGH : ALL VICE PRESIDENTS
CHANCELLOR
CAMPUS ADMINISTRATOR/COORDINATOR
COLLEGE/SCHOOL DEANS
DIVISION DIRECTORS AND UNIT HEADS

SUBJECT : HALF-DAY WORK TODAY

DATE : 31 OCTOBER 2024

In view of Memorandum Circular No. 67, s. 2024 from the Office of the President of the Philippines, the University will observe a half-day work schedule today, 31 October 2024. Work will be suspended starting at 12:00 Noon to provide all employees the opportunity to appropriately observe All Saints' Day and All Souls' Day traditions and to facilitate early travel of some personnel to their respective provinces.

For information and guidance.

PAID

[Signature]
BONIFACIO G. GABALES, JR., Ph.D.
SUC President IV



Copy furnished:

Office of the Secretary of the University
and the University Records Office

By Lauren Montique B. Ramos, on 10:47 am, at 10/31/2024

VISION: PREMIER RESEARCH UNIVERSITY TRANSFORMING
COMMUNITIES IN THE ASEAN AND BEYOND
University of Southeastern Philippines (082) 227-8192 local 255-256
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PAYEE: UNIVERSITY OF SOUTHEASTERN PHILIPPINES

To payment for the salary of 2 SRAssistant (MF Knudsen & J.L.Sura) and Clerk III (JNAlclaracion) of SMAARDEC for the period of October 1-31, 2024

	PO #:		PAYMENT #:		SIGNATURE
	PAYMENT				
	DATE & TIME		DATE & TIME		
	RECEIVED	RELEASED	RECEIVED	RELEASED	
RECEIVE DOCUMENTS - P.O.			04 NOV 2024 1:30	1:35	MAN/SA
RECEIVE DOCUMENTS - PAYMENT			NOV. 04, 2024 1:40	NOV. 05, 2024 9:45	MAN/SA f.
PROCESS BUDGET					
FUNDS					
SIGN ORIBUR					
BUR / OR NO.					
FORWARD TO ACCTG. -					
SPROCESS ACCTG. - PAYMENT					
SIGN P.O. (ROLAND)					
SIGN DV (ROLAND)			NOV 05 2024 1:00 PM	1:03 PM	MAN/SA f.
DELIVER VOUCHERS TO OP					
SIGN OP (MADZ)					
CHECK PREPARATION (MARIS)					
JEV PREPARATION (LUCIL & EMAY)					



University of Southeastern Philippines
Finance Division

CHECKLIST

PAYEE: IsaD

COLLEGE/OFFICE: SMARKD-C

Minimum Documentary Requirements:

SALARY: JOB ORDER/CONTRACT OF SERVICE:

- ☒ Routine Slip
- ☒ Obligation Request and Status/Budget Utilization Request and Status
- ☒ Disbursement Voucher
- ☒ General Claim: Approved Salary Payroll
- ☒ Initial Payment: Approved contracts
- ☒ Daily time record (DTR) approved by the supervisor
- ☒ Accomplishment Report duly signed by employee and supervisor

In case with rendered overtime services:

- ☐ Overtime authority stating the necessity and urgency of the work to be done, and the duration of overtime work
- ☐ Overtime work program
- ☐ Quantified Overtime accomplishment duly signed by the employee and supervisor

☒ Such other supporting documents that may be required under the University policy

☒ Memo
☒ Inform

☐ _____
☐ _____
☐ _____

ACTION TAKEN/REMARKS BY THE FINANCE DIVISION:

* For correction / ok

PAID

Note:

1. All documents should be attached completely, duly signed, and in the original form.
2. Photocopied documents should be stamped "Certified True Copy from the Original" and duly signed by the official/personnel who custody the records.
3. The documentary requirements in this checklist should be strictly complied with to facilitate ease of doing business.

EVALUATED BY:

DATE AND TIME OF EVALUATION:

NOV - 05, 2024
7:45