



CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into by and between:

The **VISAYAS STATE UNIVERSITY**, an institution of higher learning established under Presidential Decree No. 470 as amended by Presidential Decree No. 700 and converted into a state university by virtue of Republic Act No. 9158 and renamed as Visayas State University by virtue of Republic Act No. 9347, with principal office at Baybay City, Leyte, duly represented by its President **DR. EDGARDO E. TULIN**, hereinafter referred to as the **FIRST PARTY**;

-and-

AIREEN M. DAG-UMAN of legal age, Married, Filipino and with residence and postal address at Baybay City, Leyte hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the **FIRST PARTY** is in need of persons who can provide administrative support services which cannot be performed by the existing regular manpower/employees of the specific units/departments/centers within the university;

WHEREAS, the **SECOND PARTY**, possesses the required qualification and expertise needed by the hiring department/center/unit/office and is willing to provide the services needed;

NOW, THEREFORE, premises considered, the parties hereto hereby agree as they have agreed under the terms and conditions, as follows:

The **FIRST PARTY** hereby contracts the services of the **SECOND PARTY** as Clerk to perform the functions and deliver the following outputs as follows:

Aireen M. Dag-uman duties and responsibilities

1. Designated as deputy Document and Records Controllers (dDRC) and perform the following functions:
 - a. Issuing, maintaining, retrieving and controlling controlled documents;
 - b. Assigning of document numbers and other coding controls for document in coordination with the DRC;
 - c. Coordinate with and inform relevant personnel on any changes;
 - d. Ensuring the implementation of the control of records.
2. Encodes bibliographic record of theses/Journals to Destiny Library Management System and attaches barcodes to the encoded theses;
3. Entertains clients and provide the services requested;
4. Assists in charging and discharging of books at the circulation section;
5. Receives and countersigns clearances at the circulation unit;
6. Prepares obligation requests and payrolls for Job Order and student assistants;
7. Assists the unit Librarian at the Reader's Services Section;
 - a. Encodes and prints necessary announcements, statistics forms and vouchers for Wi-Fi use;
 - b. Keeps the statistical records of Readers Services Section;
8. Helps in the upkeep of the Reader's Services Section;
9. Does shelving and shelf-reading on assigned areas;
10. Assists in validating I.D. and Borrower's Card;
11. Performs other functions assigned by the Chief Librarian.

THAT when the work demand for travel, the **SECOND Party** shall be entitled to payment of travel expenses (per diem and fare) when travelling on official business within the country