



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 **EDGARDO E. TULIN**, hereinafter referred to as the **FIRST PARTY**;

-and-

HERMIE G. MAZO, of legal age, Married, Filipino and with residence and postal address at Brgy. Marcos, 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 Laboratory Technician to perform the functions and deliver the following outputs as follows:

1. Assist in the operation and maintenance of the department and of the Physics laboratories and the department;
2. Provides support for faculty, staff, researcher, and students in the proper use of available equipment, instruments, materials, and the like;
3. Performs inventory of equipment, instruments, materials, computers, supplies and the likes and keeps record and history of the same;
4. Maintains cleanliness and orderliness of the department such as offices, classrooms, laboratory rooms, stock rooms and others;
5. Run general errands, such as but not limited to delivery and/or pick-up of documents.
6. Performs other functions as assigned by superiors and other staff.

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 subject to existing government accounting rules and regulations and to pertinent VSU policies and rules governing official travel.

THAT the **SECOND PARTY** shall abide by the rules and regulations of the **FIRST PARTY** and the terms and conditions as provided for in this service contract and performs the