DEPARTMENT OF BIOLOGICAL SCIENCES
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VISAYAS
STATE UNIVERSITY

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-

<u>**CHESTER BREECH T. CUTA**</u> of legal age, <u>Single</u>/Married, Filipino and with residence and postal address at <u>Barangay Panalaron, Hinunangan, Southern Leyte</u> 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 <u>Science Research Assistant</u> to perform the functions and deliver the following outputs as follows:

1. To assist the study leaders in procurement of needed supplies and materials
2. To assist the study leaders in collecting, processing and examination of samples
3. To assist the study leaders in data computation and analysis, as well as preparation of reports.
4. To do other project-related activities assigned by the study leaders from time to time.
5. Perform other duties and responsibilities as required by the immediate supervisor.

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 above-listed functions based on the work schedule as prescribed by the hiring department/office/center/unit;

THAT for and in consideration of the foregoing service, the FIRST PARTY binds itself to pay the SECOND PARTY in the amount of <u>**Twenty-one thousand nine hundred one pesos and twenty centavos (PhP21,901.20) per month**</u>;

THAT the SECOND Party will be paid twice a month (per *quincena*) upon presentation of a certification of accomplishments and rendition of actual services issued by the FIRST PARTY or its duly authorized representative. The above payments will be charged to **101T 20201050-10.6.22**

THAT this contract shall take effect <u>**January 1, 2022**</u> until <u>**April 30, 2021**</u> and may be renewed only upon recommendation of the head of the unit/department/office, duly supported with a copy of an evaluation report as to the quality of services rendered and quantity of the outputs delivered by the Job Order Worker for the period they were under contract of service by the university.

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

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