



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF
BIOTECHNOLOGY**

Visayas State University
Baybay City, Leyte, 6521 Philippines
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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. 9437, with principal office at Baybay City, Leyte, duly represented by its President **DR. EDGARDO E. TULIN**, hereinafter referred to as the **FIRST PARTY**;

-and-

GENALYN M. APAS, of legal age, Single, Filipino and with residence and postal address at Brgy. Kansungka, 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 contract the services of the **SECOND PARTY** as **Clerk** to perform the functions and deliver the following outputs as follows:

1. Encode annual reports, development plan, annual procurement plan, accomplishment report and individual/projected/actual faculty workload every semester/summer;
2. Encode/photocopy examinations, instructional materials and other pertinent documents;
3. Encode/file/retrieve communications, memos, reports, proposals, requests of supplies and materials, renewal of appointments & other official record;
4. Prepare payroll, trip ticket, travel voucher, reimbursement and other pertinent documents;
5. Record and remind department head re: meetings, seminars and other official functions;
6. Maintain the cleanliness and orderliness of the Biotech office and do messengerial jobs as the need arises;
7. Perform other jobs that may be assigned by the department head.

THAT when the work demand for travel, the **SECOND PARTY** shall be entitled to payment of travel expenses (per diem and fare) when traveling 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 for a total of **Twenty-Two (22) days** per month at not less than 8 hours per day 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 **Five Hundred Fifty-Three Pesos and Forty Centavos (P553.40)** per day inclusive of up to ten percent (10%) premium. 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 **General Fund**;