



**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-

**JOHN ANDRE B. LAO**, of legal age, Single/Married, Filipino and with residence and postal address at **377 B M.L. Quzon Street, Poblacion Zone 18, Brgy. Gregorio Loreto Sr., 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 **Science Research Assistant** to perform the functions and deliver the following outputs as follows:

1. Conduct literature reviews
2. Perform, collect, and analyze data of the project
3. Maintain accurate records of data, safeguarding the confidentiality of the results, as necessary
4. Summarize results of the project
5. Provide ready access to all the data for the faculty researcher and/or project leader
6. Request supplies or equipment necessary for the project and manage inventory
7. Monitor the project budget
8. Manage and respond to project related communications, as necessary
9. Prepare and manage training, webinars, and symposia
10. Attend project meetings, seminars, and trainings, as necessary
11. Prepare documents, and reports for submission to funding agency and collaborating agency
12. Prepare other articles, reports, and presentations related to the project
13. Supervise undergraduate students working on research project (maintaining records on assignment completion, acting as liaison/mediator between the undergraduate students and the faculty researcher)
14. Perform other functions related to the project
15. Participate in Visayas State University (VSU) and Department of Physics (DPhys) activities

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