



**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. PROSE IVY G. YEPES**, hereinafter referred to as the **FIRST PARTY**;

-and-

**LOVELY V. PADERES**, of Legal Age, Single, Filipino and with residence and postal address at **Brgy. Santa Fe, Matalom, 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/AdDRC** to perform the following functions as follows:

1. Acts as accreditation facilitator in the department to organize, file, and record all the accreditation documents needed for ISO, AACUP, QS ranking, etc.
2. Acts as AdDRC of the department.
3. Facilitates the submission of research and extension reports by the faculty and research staff of the department.
4. Assists in the preparation of appointments and any documents necessary for instruction, research, extension and production functions of the regular faculty of the department.
5. Prepares and submits quarterly, semi-annual, and annual reports of the department
6. Prepares, facilitates and submits the documents for the renewal of temporary instructors, part-time teachers and appointments of the contractual and Job Order laborers.
7. Facilitates the issuance and release of Registration Forms (RF) to students.
8. Assigns control numbers of academic, research, and extension documents and retrieves these files when needed.
9. Assists in the accreditation activities of the university and the department.
10. Disseminates and route memos to students, faculty, and staff.
11. Prepares and submits payrolls for salary of Student Assistants.
12. Prepares and submits necessary attachments for payrolls of JO workers
13. Prepares financial and personal documents such as Reimbursement, liquidation, cash advance, DTR printing, vouchers, payroll and travel documents.
14. Performs other teaching, research, and extension functions that may be assigned and requested by the head and the faculty members of the department

*Indez*  
*Bna'*