



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-

DEBRA JEAN M. DALIN-AS, of legal age, Single, Filipino and with residence and postal address at Brgy. Kilim, 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 **CLERK** to perform the functions and deliver the following outputs as follows:

- A. Assisting of graduate students on the online Application for Admission to the Graduate School.
- B. Printing of documents received from applicants for admission for evaluation by the department concerned.
- C. Receives graduate students related documents such (Nomination of GAC, Change of Admission Status, Change of GAC, Application for Readmission etc
- D. Computes GPA for those applying for admission to VSU Graduate programs
- E. Monitors and keeps record of communication sent out to other offices
- F. Filling administrative documents
- G. Encodes letter of Graduate Student admission letters and other office communications
- H. Prepares financial documents (liquidation, reimbursement, replenishment, cash advances, etc.)
- I. Carry out 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.