

**CONTRACT FOR TEACHING SERVICES**  
(Job Order Status)

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into by and between:

The **VISAYAS STATE UNIVERSITY (VSU)**, 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-

**IRIS F. COSTILLAS** of legal age, female, Filipino and residing at TACLOBAN CITY, hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, due to the aftermath of Typhoon Odette wherein conduct of online classes and examinations, as well as compliance of academic requirements are abruptly coming to a halt, an OP Memorandum Circular No. 138 s. 2021 was issued providing the Adjustments in Academic Activities/Schedules.

WHEREAS, OP Memorandum Circular No. 138 s. 2021 extended the deadline of submission of final grades for the 1<sup>st</sup> Semester 2021-22 until January 28, 2022;

WHEREAS, the **FIRST PARTY** is in need to re-hire the part-time faculty of 1<sup>st</sup> Sem SY 2021-22 from January 10-28, 2022 to finish the grades of the their subjects taught at the Department of Liberal Arts and Behavioral Sciences, VSU, Baybay, Leyte and to physically report to the department for four (4) hours per day only.

WHEREAS, the **SECOND PARTY** possesses the needed expertise to undertake the aforementioned job and is willing to be paid on a per hour basis;

WHEREAS, the **FIRST PARTY** shall pay the **SECOND PARTY** the rate at P156.00/P207.70/P308.44 per hour for BS, MS or PhD degree holder, respectively.

Now, **THEREFORE**, premises considered, the parties hereto have hereby agreed as they have agreed under the terms and conditions, as follows:

**THAT** the **SECOND PARTY** hereby undertakes the aforementioned job under the direct supervision of the **FIRST PARTY** or duly authorized representative, particularly to finish the grades of the subjects assigned to her/him during the 1<sup>st</sup> Semester SY 2021-2022 but not limited to the following:

1. Conduct final examinations, if not yet done
2. Maintain class records, correct and return these assessment/test papers to students
3. Attends to student queries
4. Compute and submit grades and turn over class records to Department Head on or before January 28, 2021
5. Pass clearance at the end of semester
6. Do other tasks like assisting the department in preparing for the ISO SSA and AACUP Accreditation.

**THAT** the hourly pay remunerated to the **SECOND PARTY** covers the above-mentioned activities.

**THAT** the **SECOND PARTY** is required to turn-over all class records, data, learning materials, equipment, and other things that come into his/her possession because of his/her job, and preserve the confidentiality of any information regarding the University, faculty, staff, and students. Any disclosure and divulgement of confidential information (including personal information kept on computer or other media, research, technologies and manuals) made unlawfully outside the proper course of duty will be grounds for dismissal without prejudice to filing of appropriate case in Court. The confidentiality clause will still apply even if the **SECOND PARTY** is no longer connected with VSU unless the University gives its express consent.

THAT the SECOND PARTY should also adhere to existing rules and regulations of the University.

THAT this agreement will not in any manner result to any employer-employee relationship between the parties.

IN WITNESS WHEREOF, we have hereunto affixed our signatures this \_\_\_\_ day of \_\_\_\_\_, 2022, at Baybay City, Leyte, Philippines.

By: 

EDGARDO E. TULIN  
University President  
(First Party)

IRIS F. COSTILLAS  
(Second Party)

Signed in the presence of: 

JETT C. QUEBEC  
Dept. Head

ALICIA M. FLORES  
Head, Budget Office

HONEY SOFIA V. COLIS  
OIC Director, ODHRM

PROVINCE OF LEYTE)  
REPUBLIC OF THE PHILIPPINES) S.S.  
MUNICIPALITY OF BAYBAY)

BEFORE ME, this \_\_\_\_ day of \_\_\_\_\_, personally appeared Dr. Edgardo E. Tulin with valid w/ valid ID No. V00522 and Iris F. Costillas with valid ID No. \_\_\_\_\_ known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed.

This instrument consisting of two pages including this acknowledgment has been signed by the parties and their witnesses and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on the date and place first above written.

\_\_\_\_\_  
Notary Public

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