



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-

CAROLINE B. ANDUYAN, of legal age, single, Filipino, and with residence and postal address at 228 Tres Martires St., Poblacion Zone 13, Baybay City, Leyte, Philippines, 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. Provide frontline services by answering queries and request from students, faculty and staff of other units;
- b. Prepares legal documents (MOA, affidavits, contracts, etc.) and facilitates its notarization;
- c. Acts as secretary during background investigation and conferences;
- d. Encodes and draft endorsement, motions, monthly notarial report and other papers to be submitted to the Solicitor General and Regional Trial Court, Baybay City, Leyte;
- e. Do legal research of cases and investigations;
- f. Records documents in two sets of notarial books and affixing/checking each documents as to dates, valid IDs, notarial register, etc.;
- g. File/binds case records and other legal documents;
- h. Performs other functions as assigned by the superiors;

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.