

NATIONAL SERVICE TRAINING PROGRAM

CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER

KNOW ALL MEN BY THESE PRESENTS: ods enline e

This Agreement entered by and between: THAT this contract shall take effect July 1 until December 31, 2025 and may be

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

HAT the effectivity of this contract of services shall be subject to availability of funds

and shall be deemed automatically termin-bus should the source of funds where this contract is

MR. MARLON V. DAMPIOS, of legal age, Single/Married, Filipino and with residence and postal address at Naga, Tinag-an, Albuera, Leyte, hereinafter referred to as the SECOND PARTY:

Confidentiality Clause: The HTERRANTIW required to turn-over the data 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

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; to earnous regard entre eliable villulivishments filing of appropriate case in Court. The confidentiality clause will still apply even if the SECOND

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:

- 1. Designated as dDRC of the NSTP Office;
- 2. Lone Clerk/Messenger personnel of the NSTP Office, Director of NSTP, Coordinator of CWTS and Office of the ROTC Commandant (ROTC);
- Attend training and seminar related to his work;
- 4. Facilitate the order of uniforms of CWTS and ROTC component;
- 5. Performs another task assigned by the NSTP Director.
- 6. Answer phone calls

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.

THAT the SECOND PARTY shall abide by the rules and regulations of the FIRST PARTY and the terms and conditions as provided for in this service contract and performs the above-listed functions for actual number of working days per month at not less than 8 hours per day based on the work schedule as prescribed by the hiring department/office/center/unit;