



## 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-

**JANNET LESLIE EVELYN S. CODOG** of legal age, Single, Filipino and with residence and postal address at Brgy. Pangasugan Baybay City Leyte, 6521 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 **Admin Aide III** to perform the functions and deliver the following outputs as follows:

1. Prepare all financial and personnel document (e.g. Reimbursement, liquidation, cash advance, DTR printing, vouchers, payroll, travel documents, etc.)
2. Maintain cleanliness and orderliness of the office and reception area.
3. Prepare faculty report of projected workload, actual teaching load, individual faculty workload and classroom utilization.
4. Coordinate office and administrative activities particularly storing, retrieving and integrating information.
5. Disseminates department meetings and seminars.
6. Receive and relay IP messages and telephone calls for faculty and staff.
7. Performs messengerial work.
8. Maintain and record filing system of the office.
9. Facilitate the faculty members in printing of grades sheets.
10. Perform other functions as assigned by the department head.
11. Perform the functions of the deputy Document and Records Controller (dDRC) within the unit he/she is assigned in the absence of the former by: a) issuing, maintaining, retrieving and controlling of documents; b) assigning of document numbers and other coding controls for document in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes, and d) ensuring the implementation of the control of records.
12. Ensure that there is good coordination between him/her, the University Document and Records Controller, and the Office dDRCs in all concerns related to document and records control.
13. Assist the dDRC in the performance of his/her duties.

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 a total of 22 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;

THAT for and in consideration of the foregoing service, the FIRST PARTY binds itself to pay the SECOND PARTY in the amount of Five Hundred Fifty-Three Pesos and Forty Centavos per day inclusive of up to ten percent (10%) premium. The SECOND Party will be paid twice a month (per *quincena*) upon presentation of a certification of accomplishments and rendition of actual services issued by the FIRST PARTY or its duly authorized representative. The above payments will be charged to GAA;

THAT this contract shall take effect January 1, 2022 until June 30, 2022 and may be renewed only upon recommendation of the head of the unit/department/office, duly supported with a copy of an evaluation report as to the quality of services rendered and quantity of the outputs delivered by the Job Order Worker for the period they were under contract of service by the university.

**Confidentiality Clause:** The SECOND PARTY is 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 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 this contract of service may also be terminated by the FIRST PARTY before the end of the stipulated term when the services is no longer needed or whenever the SECOND PARTY violates rules and regulations of the university or for unsatisfactory performance of the task assigned.

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

IN WITNESS THEREOF, the parties have hereto set their hands this \_\_\_\_ day of \_\_\_\_\_, 2022 at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY  
Baybay City

By:

**EDGARDO E. TULIN**  
President  
(First Party)

  
**JANNET LESLIE EVELYN S. CODOG**  
(Second Party)

Signed in the presence of:

  
1. **JOEL REY U. ACOB**  
(Office Head)

2. **ALICIA M. FLORES**  
Head, Budget Office

3. **JENNIFER E. ANDO**  
OIC Head, OHRSPPR