



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-

MYRA R. MILLEZA, MARLO L. MANAGBANAG, ARJANERY B. ANTOFINA, LESTER G. LAYOLA, DEXTER JUN G. TALISAYSAY, KYBEE M. CAYONE and ANDY L. TIMKANG of legal age, Single/Married, Filipino and with residence and postal address at 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 **Administrative Aide/Utility** to perform the functions and deliver the following outputs as follows:

MYRA R. MILLEZA

1. Does clerical works for the office.
2. Prepares notices of meetings of BAC.
3. Prepares attendance sheets for BAC meetings.
4. Scans and files (e-copy and hard copy) Purchase Orders and other documents of Public Bidding.
5. Files all procurement documents.
6. Updates BAC calendar.
7. Acts as assistant dDRC.
8. Does other tasks assigned by the immediate supervisor.

MARLO L. MANAGBANAG

1. Provides messengerial services for the Office of the Head for Procurement (OHP) and the BAC.
2. Processes/routes Procurement and BAC documents.