



## 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-

**ANNA MOR M. AJOC**, of legal age, Single, Filipino and with residence and postal address at Brgy. Gaas, 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 contract the services of the SECOND PARTY as Science Research Analyst to perform the functions and deliver the following outputs as follows:

1. Conduct literature reviews
2. Perform, collect, and analyze data
3. Maintain accurate records of the data, safeguarding the confidentiality of the results, as necessary
4. Summarize results of the experiments and project.
5. Provide ready access to all survey data for the faculty researcher and/or project leader
6. Request supplies or equipment necessary for the project and manage inventory
7. Monitor the project budget
8. Manage and respond to project related communications, as necessary
9. Attend project meetings, seminars, and trainings, as necessary
10. Prepare documents, and reports for submission to funding agency and collaborating agency
11. Prepare other articles, reports, and presentations related to the project
12. Perform other functions related to the project

THAT when the work demand for travel, the SECOND PARTY shall be entitled to payment of travel expenses (per diem, actual expenses and fare) when traveling 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-