



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 **EDGARDO E. TULIN**, hereinafter referred to as the **FIRST PARTY**;

-and-

PERLIE A. GUCELA, of legal age, Single, Filipino and with residence and postal address at Brgy. Patag, 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 Clerk to perform the functions and deliver the following outputs as follows:

1. Prepares all financial and personnel document (e.g. Reimbursement, liquidation, cash advance, DTR printing. Vouchers, payroll, travel documents, etc);
2. Maintains cleanliness and orderliness of the administrative office and adjacent spaces;
3. Prepares faculty reports of actual teaching load and classroom utilization;
4. Coordinates academic-related and administrative tasks particularly storage, retrieval, and integration of information;
5. Disseminates department meetings and seminars to the faculty;
6. Receives and relays IP messages and telephone calls for the faculty and staff;
7. Maintains the record filing system of the department;
8. Assists the faculty in the encoding and printing of grade sheets; and
9. Performs other functions that may be assigned by the faculty and the Department Head.

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