



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-

LIZA G. URATE, of legal age, 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 Clerk to perform the functions and deliver the following outputs as follows:

1. Provides efficient and friendly services to library customers;
2. Performs the full range of circulation desk procedures at the High School Library;
 - a. Charges and discharges books
 - b. Issues borrower's card and receipts of overdue fines to students
 - c. Helps faculty and student for their reference queries and research
3. Performs routine clerical functions and related work as required;
 - a. Creates and keeps records of high school library related documents
 - b. Checks faculty and student records for accountabilities during clearance signing
 - c. Receives and records periodical materials
 - d. Helps arrange and file the catalog cards alphabetically or chronologically
4. Performs routine book maintenance and processing
 - a. Pasting date due slips, book pockets, preparing book cards, spine labels, and covering books which are compliant to ISO and QMS
 - b. Stamps property ownership and accession number on newly acquired books and other library materials
 - c. Helps arrange and file the catalog cards alphabetically or chronologically
 - d. Does shelving/ shelf-reading and conducts annual inventory on assigned areas
5. Does the selection of newspapers articles for clippings
6. Guards control area if need arises;
7. Helps maintain the cleanliness and orderliness of the High School Library; and
8. Performs other functions assigned by the immediate 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