



DEPARTMENT OF PURE AND APPLIED CHEMISTRY

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 053-563-7747 Email: dopac@vsu.edu.ph Website: www.vsu.edu.ph

CONTRACT FOR TEACHING SERVICES (Job Order Status)

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into by and between:

The VISAYAS STATE UNIVERSITY (VSU), 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. 9473, with principal office at Baybay City, Leyte, duly represented by its President, DR. EDGARDO E. TULIN, hereinafter referred to as the FIRST PARTY;

-and-

RENIEL S. SALGO of legal age, male, Filipino and residing at Brgy. Mahayag, Mahaplag, Leyte, hereinafter referred to as the SECOND PARTY;

WITNESSETH:

WHEREAS, the FIRST PARTY is in need of one with the desired expertise who will teach subjects <u>ESci 115b</u>; Chem 120; Chem 120.1; Chem 113.2, ScTs 11c at the <u>Department of Pure and Applied Chemistry</u>, VSU, Baybay, Leyte during the <u>1st Semester</u>, <u>SY 2022-2023</u> at <u>P156.00 per hour for BS degree/ P207.70 per hour for MS degree/ P308.44 per hour for PhD degree</u> of actual teaching service, the total amount received for one month should not exceed the monthly salary of an equivalent regular position of Instructor I, plus preparation pay per subject of not more than four (4) different courses/subjects for lecture and laboratory;

WHEREAS, the SECOND PARTY possesses the needed expertise to undertake the aforementioned job and is willing to be paid on a per hour basis;

Now, THEREFORE, premises considered, the parties hereto have hereby agreed as they have agreed under the terms and conditions, as follows:

THAT the SECOND PARTY hereby undertakes the aforementioned job under the direct supervision of the FIRST PARTY or duly authorized representative, particularly to perform the teaching services of the courses assigned to her/him during the <u>1st Semester SY 2022-2023</u> but not limited to the following:

- Conduct classes as scheduled.
- Introduce various strategies to enhance the learnings of his/her students.
- Apply/conduct applicable modes of assessment of the learnings gained by his/her students from his/her classes i.e. examination (mid/final/long hours/quizzes), maintain class records, correct and return these assessment/test papers to students.
- Perform other tasks assigned by the Department Head and the College Dean to facilitate the effective delivery of teaching functions.
- Attend to student queries even outside class schedule.
- Submit grades and turn over class records to the Department Head or to a designated
 faculty member two weeks after the final examination. In case of INC grades, thoroughly orient the faculty accepting the academic responsibility as to when and how
 the students can complete their grades.
- 7. Pass clearance after the end of the contract.

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THAT the hourly pay renumerated to the SECOND PARTY covers the above-mentioned

- The total number of hours to be paid per semester shall not exceed the maximum contact hours of
 - a. her/his teaching load for the 1st semester of SY 2022-2023 plus the number of hours spent in participating in the Faculty Onboarding on September 5-8, 2022 and Orientation of Newly-Hired Faculty on September 8-9, 2022, as certified by the University Registrar and Director of Instruction and Evaluation, respectively. Proof of attendance to the above activities shall be attached.
 - b. Monthly payment shall be supported with the Daily Time Record (DTR) and accomplishment report of the performance by the SECOND PARTY certified by the Department Head of all the mandated teaching jobs. This applies to both conduct of face-to-face and on-line classes.
 - c. Last month's salary shall likewise be supported with a certification from the Department Head that the SECOND PARTY complied with his/her teaching functions in the preceding paragraph, sub. par. 6 to 7 re: submission of grades, class records and clearance to the Department Head.
 - d. Preparation pay to be released at the last month of the semester. The computation for the preparation pay will be as follows:

For lecture subjects:

Preparation pay = number of class preparations x .33 x rate per subject/semester

For laboratory subjects:

Preparation pay = number of class preparations x .11 x rate per subject/semester

THAT the SECOND PARTY is required to attend/participate orientation and various webinars and teaching activities conducted/spearheaded by the university to improve their teaching competencies.

THAT in the event the SECOND PARTY pre-terminates this contract without reasonable cause he shall be made to pay a penalty of Fifty Thousand Pesos (P50,000.00) without prejudice to filing a case against him for breach of contract.

THAT the SECOND PARTY is required to turn-over all class records, data, learning 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 the SECOND PARTY should also adhere to existing rules and regulations of the University.

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

IN WITNESS WHEREOF, we have hereunto affixed our signatures this ___ day of , 202_, at Baybay City, Leyte, Philippines

By:

EDGARDO E. TULIN University President (First Party) RENIEL S. SALGO (Second Party)

ELIZABETH S. QUEVEDO ALICIA M. FLORES HONEY SOFIA V. COLIS Dept. Head Head, Budget Office OIC Director, ODHRM PROVINCE OF LEYTE) REPUBLIC OF THE PHILIPPINES) S.S. MUNICIPALITY OF BAYBAY) BEFORE ME, this day of personally appeared Dr. Edgardo E. Tulin with valid w/ valid ID No. _____ V0000522 __ and __Reniel S. Salgo _ with valid ID No.13-250664049-4 known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed. This instrument consisting of two pages including this acknowledgment has been signed by the parties and their witnesses and sealed with my notarial seal. WITNESS MY HAND AND SEAL on the date and place first above written. Notary Public Doc. No. Page No. Book No. Series of

Signed in the presence of:

S.

MEDICAL CERTIFICATE

(For Employment)

INSTRUCTIONS

- a. This medical certificate should be accomplished by a licensed government physician.
- b. Attach this certificate to original appointment, transfer and reemployment.
 c. The results of the following pre-employment medical/physical/psychological must be attached to this form:

Blood Test
Urinalysis
Chest X-Ray
Drug Test

☐ Psychological Test

☐ Neuro-Psychiatric Examination (if applicable)

FOR THE PROPOSED APPOINTEE

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FOR THE LICENSED GOVERNMENT PHYSICIAN

SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PHYSICIAN:		OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE				
AGENCY/Affiliation of Licensed Government Physician:						
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RENIEL SALUDES SALGO

+639107750364 Mahayag, Mahaplag, Leyte salgoreniel@gmail.com

August 4, 2022

ELIZABETH S. QUEVEDO

Department Head
Department of Pure and Applied Chemistry
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Quevedo,

Writing to you is a graduating student of the Bachelor of Science in Chemistry course program from Visayas State University – Baybay. My interests focus on chemistry laboratory and fieldwork which both involve data collection and interpretation as to both of which I am sufficiently adept. The job posting for a Part-Time Instructor Position was referred by professors and instructors of the Department of Pure and Applied Chemistry of VSU – Baybay, and is one of the openings I can possibly qualify. I intend to apply for this position to garner valuable job experience and to impart my learnings to students here in VSU.

The posted appropriate competencies are fit to my current capabilities and education. I am a graduating senior Bachelor of Science in Chemistry student that had more than 4 months of formal basic training in Microsoft Office. Having a keen mind and eyes for communication both verbal and written modalities. I have also worked as an intern for a company way back 2017 where I had to work with a team under the station manager.

- More than 4 months of formal training in Microsoft Office
- Radio station intern (2017)
- Constant involvement in school clubs and organizations

Visayas State University is an institution recognized as one of the premier universities in Asia that produces highly competent manpower in science and technology. To be able to gain indispensable knowledge and experience from this institution would absolutely make me one of the passionate and principled new-generation thinkers and doers of this country.

With all that being said I am very much looking forward being interviewed for the position. My email and contact number are attached above just below my name. And thank you for making it this far in the length of this letter.

Sincerely.

Reniel Saludes Salgo

RENIEL SALGO

BS in Chemistry

Equipped with skills honed at a renowned university. A graduating student of the chemistry course program venturing for valuable experiences and possible networks. Laboratory and data interpretation adept with sufficient experience in topic presentations. Communication skills and cooperative skills used for efficient and sustainable work performance.



salgoreniel@gmail.com

+639107750364

Mahaplag, Leyte, Philippines

EDUCATION

Bachelor of Science in Chemistry Visayas State University

08/2018 - 08/2022

Visca, Baybay City, Leyte

Courses

 Water Quality Assessment of Layog River in Mahaplag, Leyte (Thesis)

Humanities and Social Sciences (SHS) Southern Leyte State University

06/2016 - 04/2018

Sogod, Southern Leyte

WORK EXPERIENCE

Radio Station Intern DYSL 104.7 FM

10/2017 - 11/2017

SLSU, Sogod, Southern Leyte

DYSL 104.7 Radyo Pilipinas is a radio station owned and operated by Philippine Broadcasting Service.

Achievements/Tasks

- Worked directly under the station manager
- Participated in the production of media and information materials
- Exposed in fieldwork and on-air reporting

Part-Time Junior Sales and Operations Personnel

ITech Internet Cafe and Ticketing Office

06/2018 - 07/2018

San Isidro, Mahaplag, Leyte

ITech Internet Cafe and Ticketing Office offers internet surfing, encoding, and printing services as well as government related transactions.

Achievements/Tasks

- Worked on at least five (5) Microsoft Office-related encoding and editing for customers five (5) days a week
- Handled printing and photocopying services for customers
- Assigned in generation and communication of some formal and legal documents

Contact: Rhumer Richard Bandolin - 091620191406

SKILLS

Microsoft Office

Interpersonal Skills

Leadership

Topic Presentation

Management

ORGANIZATIONS

Southern Leyte State University - Senior High School Supreme Student Council (2016 - 2018)

Legislative Secretary

Leyte Division Federated Supreme Student Government (2015 - 2016)

Area Representative

CERTIFICATES

Certificate of Participation in Multiple Income Creating Project on ICT (2015 - 2016)

Completed the training on basic programming and Microsoft Office under Multiple Income Creating Project by Hon. Leopoido Daminica L. Petilla.

LANGUAGES

English

Professional Working Proficiency

Filipino

Professional Working Proficiency

Cebuano

Native or Bilingual Proficiency

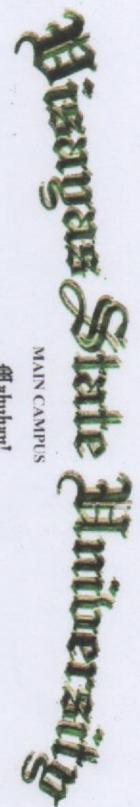
INTERESTS

Music

Analytical Chemistry

Lecture and Laboratory Learning

General Chemistry



Mahuhay!

Greetings

Ipinabatid sa lahat na any Supon ng mga Rehente at sa rekomendusyon ng Be it known to all that the Board of Regents and upon the recommendation of Akademikang Kanseho ng Unibersidad ay naggawad kay the University Academic Council has conferred upon

Reniel & Salgo

ng titulong the degree of

Bachelor of Science in Chemistry

kalakip ang mga karapatan at pribilohiyong kangnay nito. with all the rights and privileges appertaining thereto

Bilang pagpapatunan, makatatak dite ang sugisag ng Unibersidad In testimony whereof, the seal of the University

and the signatures of the President and the Secretary of the University are affixed hereunto at ang mga lagda ng Pangulo at ng Kalihim ng Unibersidad.

Spinaghalask sa VSPU, Visco, Gungsed ng Bughay, Leyte, Phifrinas ngayong ikalakindakawang araw ng Agosto sa taon ng ating Panginoon, Dalawang Libo at Dalawampu't Dalawa. Given at VSU, Visca, City of Baybay, Leyte, Philippines this 12th day of August in the year of our Lord, Two Thousand and Twenty-two

GURALDO C. PERNANDEZ, JR. Secretary of the University

President of the VSU System EDGARDO E. TULIN afra

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18.	Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?	YES NO
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	 h. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate? 	YES NO
_		If YES, give details:
	Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☐ NO
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0.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277)	
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	Are you a person with disability?	If YES, please specify:
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