



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 ESci 115b; Chem 120; Chem 120.1; Chem 113.2, ScTs 11c at the **Department of Pure and Applied Chemistry**, VSU, Baybay, Leyte during the **1st Semester, SY 2022-2023** at **P156.00 per hour for BS degree/ P207.70 per hour for MS degree/ P308.44 per hour for PhD degree** 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 **1st Semester SY 2022-2023** but not limited to the following:

1. Conduct classes as scheduled.
2. Introduce various strategies to enhance the learnings of his/her students.
3. 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.
4. Perform other tasks assigned by the Department Head and the College Dean to facilitate the effective delivery of teaching functions.
5. Attend to student queries even outside class schedule.
6. 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.

THAT the hourly pay remunerated to the **SECOND PARTY** covers the above-mentioned

1. 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.

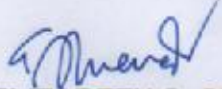
IN WITNESS WHEREOF, we have hereunto affixed our signatures this ____ day of , 202_, at Baybay City, Leyte, Philippines

By:

EDGARDO E. TULIN
University President
(First Party)

RENIEL S. SALGO
(Second Party)

Signed in the presence of:


ELIZABETH S. QUEVEDO
Dept. Head

ALICIA M. FLORES
Head, Budget Office

HONEY SOFIA V. COLIS
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 _____



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

NAME (Last Name, First Name, Name Extension (if any) and Middle Name) SARGO, RENIEV SALMDES			AGENCY / ADDRESS
ADDRESS MAYARLAS LITE			DOPAC
AGE 22	SEX MALE	CIVIL STATUS SINGLE	PROPOSED POSITION PARTTIME TEACHING

FOR THE LICENSED GOVERNMENT PHYSICIAN

<i>I hereby certify that I have reviewed and evaluated the attached examination results, personally examined the above named individual and found him/her to be physically and medically <input checked="" type="checkbox"/> FIT / <input type="checkbox"/> UNFIT for employment.</i>			
SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PHYSICIAN: Mary Cunat S. Gura		OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE	
AGENCY/Affiliation of Licensed Government Physician:			
LICENSE NO.	HEIGHT (m) Bare Foot 52kgs	WEIGHT (kg) Stripped 170cms	BLOOD TYPE
OFFICIAL DESIGNATION	DATE EXAMINED 9.5.20		

Republic of the Philippines
OFFICE OF THE CIVIL REGISTRAR GENERAL
CERTIFICATE OF LIVE BIRTH(Fill out completely, accurately and legibly. Use ink or typewriter.
Place X before the appropriate answer in Items 2, 5a, 5b and 15a.)Province LeyteCity/Municipality Mahaplag

Registry No.

2000-476

1. NAME (First) (Middle) (Last)

NATIELSALUDESSALOO

2. SEX

☒ 1 Male ☐ 2 Female

3. DATE OF BIRTH (day) (month) (year)

20 June 2000

4. PLACE OF BIRTH

(Name of Hospital/Clinic/Institution/ (City/Municipality) (Province)
House No., Street, Barangay)Brgy. Mahayag,Mahaplag,Leyte

5a. TYPE OF BIRTH

☒ 1 Single ☐ 2 Twin
☐ 3 Triplet, etc.

b. IF MULTIPLE BIRTH, CHILD WAS

☐ 1 First ☐ 2 Second
☐ 3 Others, Specify _____c. BIRTH ORDER (live births and fetal deaths
including this delivery)
(first, second, third, etc.)1st

d. WEIGHT AT BIRTH

2722 gramsPer OCRG USE ONLY:
Population Reference No.3731-BOOLLOI-8TO BE FILLED UP AT THE
OFFICE OF THE CIVIL
REGISTRAR

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CHILD

MOTHER

FATHER

6. MAIDEN NAME (First) (Middle) (Last)

MarilonP.Saludes

7. CITIZENSHIP

Filipino

8. RELIGION

UC9a. Total number of
children born
alive: 1b. No. of children still
living including
this birth: 1c. No. of children
born alive but
are now dead: 0

10. OCCUPATION

Housekeeper11. Age at the time
of this birth: 20 years

12. RESIDENCE (House No., Street, Barangay) (City/Municipality) (Province)

Brgy. Mahayag,Mahaplag,Leyte

13. NAME (First) (Middle) (Last)

NatanielM.Salgo

14. CITIZENSHIP

Filipino

15. RELIGION

UC

16. OCCUPATION

Driver17. Age at the time
of this birth: 19 years18. DATE AND PLACE OF MARRIAGE OF PARENTS (If not married, accomplish Affidavit of
Acknowledgment/Admission of Paternity at the back.)Dec. 17, 1999-Mahaplag, Leyte

19a. ATTENDANT

☐ 1 Physician ☐ 2 Nurse ☐ 3 Midwife
☒ 4 Hilot (Traditional Midwife) ☐ 5 Others (Specify) _____

19b. CERTIFICATION OF BIRTH

I hereby certify that I attended the birth of the child who was born alive at _____ o'clock
am/pm on the date stated above.

Signature _____

Name in Print PERPETUA ABELLILATitle or Position HilotAddress Brgy. Mahayag, Mahaplag,LeyteDate June 20, 2000

20. INFORMANT

Signature Nataniel SalgoName in Print NATANIEL M. SALGORelationship to the child fatherAddress Brgy. Mahayag, Mahaplag,LeyteDate June 27, 2000

21. PREPARED BY

Signature _____

Name in Print VIRGINIA S. DANIELTitle or Position ClerkDate June 27, 200022. RECEIVED AT THE OFFICE OF
THE CIVIL REGISTRAR

Signature _____

Name in Print CARLOSITO C. ALONZOTitle or Position Asst. Civil RegistrarDate June 27, 2000

RENIEL SALUDES SALGO

+639107750364
Mahayag, Mahaplag, Leyte
salgorenien@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.



salgorenien@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. Leopolda Dominica 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

Visayas State University

MAIN CAMPUS

Ahahang!

Greetings!

Ipinabatid sa lahat na ang *Yupon ng mga Akante* at sa rekomendasyon ng Be it known to all that the Board of Regents and upon the recommendation of *akademikong kumado ng Unibersidad* ay magpasa kay the University Academic Council has conferred upon

Reriel S. Salgo

ng *titulong*
the degree of

Bachelor of Science in Chemistry

kasabay ang mga karapatan at pribilehiyong kanyang nila.
with all the rights and privileges appertaining thereto.

Magliling pagpapahayag, nakatatat dito ang sangay ng Unibersidad
In testimony whereof, the seal of the University

at ang mga kagda ng Pangulo at ng Katatnan ng Unibersidad.
and the signatures of the President and the Secretary of the University are affixed herunto.

Pinangako sa VSU, Visca, Baybay, Leyte, Philippines this 12th day
Given at VSU, Visca, City of Baybay, Leyte, Philippines this 12th day

ng siglo sa taon ng ating Pangunahin, Gatawang Tito at Gatawangpa't Gatawa
of August in the year of our Lord, Two Thousand and Twenty-two.



Management
System
ISO 9001:2015
www.vsu.edu.ph
or 0533888888



GURALDO C. FERNANDEZ, JR.
Secretary of the University

EDGARDO E. TULIN
President of the VSU System

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes ☐ and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.** (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	SALGO		
FIRST NAME	RENIEL	NAME EXTENSION (JR., SR.)	
MIDDLE NAME	SALUDIS		
3. DATE OF BIRTH (mm/dd/yyyy)	06/20/2000	10. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> By birth <input type="checkbox"/> By naturalization Pts. indicate country:
4. PLACE OF BIRTH	MAHAPLAG, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ MAHAPLAG _____ LEYTE _____ City/Municipality _____ Province _____
7. HEIGHT (m)	1.72	ZIP CODE	
8. WEIGHT (kg)	58.0		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ MAHAPLAG _____ LEYTE _____ City/Municipality _____ Province _____
10. GISS ID NO.	N/A	ZIP CODE	6512
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	13-250664048-4	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	09107750364
14. TIN NO.	N/A	21. E-MAIL ADDRESS (if any)	saigoreniet@gmail.com
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

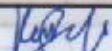
22. SPOUSE'S SURNAME	N/A		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME			NAME EXTENSION (JR., SR.)	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	SALGO			
FIRST NAME	NATANIEL	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	MONTAJES			
25. MOTHER'S MAIDEN NAME				
SURNAME	SALUDIS			
FIRST NAME	MARILOU			
MIDDLE NAME	PORAZO			

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (If not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	MAHAYAG ELEMENTARY SCHOOL MAHAPLAG CENTRAL SCHOOL	ELEMENTARY EDUCATION	2006 2008	2008 2012	N/A	2012	WITH HONORS
SECONDARY	MAHAPLAG NATIONAL HIGH SCHOOL - UPPER SOUTHERN LEYTE STATE UNIVERSITY - SOGOD	JUNIOR HIGH SCHOOL EDUCATION SENIOR HIGH SCHOOL EDUCATION	2012 2016	2016 2018	N/A	2018 2018	VALEDICTORIAN WITH HIGH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE CHEMISTRY	2018	2022	N/A	2022	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09-05-2020
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[illegible]

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

21	INCLUSIVE DATES (mm/dd/yyyy)	POSITION TITLE	DEPARTMENT / AGENCY / OFFICE / COMPANY	MONTHLY SALARY / GRADE / STEP	STATUS OF	GOVT EMPLOYEE
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[illegible]

SIGNATURE	<i>[Signature]</i>	DATE	08-05-2022
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(Continue on separate sheet if necessary)

CONDUCTED/SPONSORED BY
(Write in full)

Continue on separate sheet if necessary.

33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION
(write in full)

COMPUTER SKILL	N/A
LABORATORY INSTRUMENTATION	
MUSIC	

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,
a. within the third degree?
b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES ☐ NO
☐ YES ☐ NO
If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?

☐ YES ☐ NO
If YES, give details:

b. Have you been criminally charged before any court?

☐ YES ☐ NO
If YES, give details:
Date Filed: _____
Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES ☐ NO
If YES, give details:

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?

☐ YES ☐ NO
If YES, give details:

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

☐ YES ☐ NO
If YES, give details:

b. 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:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES ☐ NO
If YES, give details (country):

40. Pursuant to: (a) Indigenous People's Act (RA 8371), (b) Magna Carta for Disabled Persons (RA 7277), and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group?

☐ YES ☐ NO
If YES, please specify:

b. Are you a person with disability?

☐ YES ☐ NO
If YES, please specify ID No.:

c. Are you a solo parent?

☐ YES ☐ NO
If YES, please specify ID No.:

41. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)

NAME	ADDRESS	TEL. NO.



42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal cases against me.

Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government issued ID:

ID/License/Passport No.:

Date/Place of Issuance:

Signature (Sign inside the box)

Date Accomplished



Right Thumbprint

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath