

## CONTRACT OF SERVICE

### KNOW ALL MEN BY THESE PRESENTS:

This Contract made and entered 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 by virtue Republic Act No. 9347, with principal office at Baybay City Leyte duly represented by its President **DR. EDGARDO E. TULIN**, hereinafter referred to as the “**First Party**”;

-and-

**MS. SWEETY JANE B. OCOY**, of legal age, Filipino and with residence at Visayas State University, Visca, Baybay City, Leyte, hereinafter referred to as “**Second Party**”;

### -WITNESSETH-

1. That the First Party is in need of the services of the Second Party who shall perform work not performed by the regular personnel of the First Party;
2. That the Second Party has signified his/her intention, to which the First Party has accepted, to provide the service needed by the latter;
3. That the Second Party hereby possesses the education, experience and skills required to perform the job as described herein;
4. That the Second Party hereby attests that he/she is not related within the third degree of consanguinity or affinity to the hiring authority; that he/she has not been previously dismissed from government service by reason of an administrative offense; that he/she has not reached the compulsory retirement age of sixty-five (65);
5. That in view hereof, the Second Party is hereby contracted as a **Science Research Specialist I** under SEI Project entitled “**Accelerated Science and Technology Human Resource Development Program (ASTHRDP)**” for the period of **03 January to 31 January 2022**, in consideration of the monthly rate of **P 35, 758.00** to be paid twice a month (per quincenta basis) charge to **DOST-ASTHRDP 101T 416-10.6.7**
6. That the Second Party is expected to perform the following functions:
  - 6.1 Monitor academic performance of scholars using the prescribed form to be accomplished and submit report to SEI every end of the academic term;
  - 6.2 Track the scholars using the prescribed form to be accomplished and submit report to SEI every end of the academic term;
  - 6.3 Maintain a database of the scholars’ personal data and academic records using the prescribed form and submit to SEI information when necessary;
  - 6.4 Prepare and disburse the scholarship funds in accordance with sub-LIBs and accounting and auditing rules;
  - 6.5 Submit duly audited quarterly financial report to SEI promptly; and
  - 6.6 Prepare and submit reports as requested by SEI.
  - 6.7 To travel, attend conferences and represent the project leader in any meetings if the latter has equally important meetings to attend to.