



OFFICE OF THE DEAN OF STUDENTS

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

-and-

MR. JUNARD C. GUCELA, and MR. MARLON V. DAMPIOS, of legal age, Single/Married, Filipino and with residence and postal address at Baybay City & Albuera, Leyte, 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 Encoder to perform the functions and deliver the following outputs as follows:

Mr. Junard C. Gucela: (Clerk-ODS)

- Serves as the alternate dDRC of the Office of the Dean of Students;
- Assists in the day to day accomplishments of the workers of the dorm maintenance personnel;
- 3. Checking student's records from the VSU cumulus and preparing reports required by the University and other granting agencies or individual;
- Assists in the preparation of billing documents required by the UniFAST and TES implementation and reports;
- Conducts routine maintenance of the ODS equipment (computers and printers);
- 6. Assists other sub-offices of the ODS and; do messengerial tasks from documents to be delivered outside and within the campus;
- 7. Performs other duties assigned by the ODS Staff and the Dean of Students.

Mr. Marlon V. Dampios: (Clerk NSTP/CWTS)

- 8. Designated as dDRC of the NSTP Office;
- Lone Clerk/utility personnel of the NSTP Office serving for Office of the Director of NSTP, Coordinator of CWTS and Department of Military Science (ROTC);
- 10. Presently, he is assigned as facilitator of one CWTS team since we lack instructors in the said program;
- 11. Performs other task assigned by the NSTP/CWTS Director.



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Vision:

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 and the terms and conditions as provided for in this service contract and performs the above-listed functions for a total of 22 days per month at not less than 8 hours per day based on the work schedule as prescribed by the hiring department/office/center/unit;

THAT for and in consideration of the foregoing service, the FIRST PARTY binds itself to pay each member of the SECOND PARTY in the amount of Five Hundred Fifty-Three Pesos and Forty Centavos (P553.40) per day inclusive of ten percent (10%) premium.

THAT the SECOND Party will be paid twice a month (per quincena) upon presentation of a certification of accomplishments and rendition of actual services issued by the FIRST PARTY or its duly authorized representative. The above payments will be charged to GAA: Gen. Administration, Higher Education and Advance.

THAT this contract shall take effect January 3, 2022 until June 30, 2022 and may be renewed only upon recommendation of the head of the unit/department/office, duly supported with a copy of an evaluation report as to the quality of services rendered and quantity of the outputs delivered by the Job Order Worker for the period they were under contract of service by the university.

That the effectivity of this contract of services shall be subject to availability of funds and shall be deemed automatically terminated should the source of funds where this contract is charged is already depleted.

Confidentiality Clause: The SECOND PARTY is required to turn-over the data 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 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.

This contract of service may also be terminated by the first party before the end of the stipulated term when the services is no longer needed or whenever the second party violates rules and regulations of the university or for unsatisfactory performance of the task assigned.

IN WITNESS THEREOF, the parties have hereto set their hands this day of at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY Baybay City

By:

Vision:

Mission:

EDGARDO E. TULIN

President (First Party)

JUNARD C. GUCELA (Second Party)

MARLON V. DAMPIOS (Second Party)

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Sig	ned in the presence of:
1.	MANOLO B. LORETO, JR. Dean of Students
2	JENNIFER E. ANDO OIC Head, RSPPRO
	ALICIA M. FLORES OIC Head, Budget Office
PRO	PUBLIC OF THE PHILIPPINES) OVINCE OF LEYTE) S.S. Y OF BAYBAY)
ID N Mari sam	FORE ME, a Notary Public for and in the City of Baybay, Leyte, Philippines, thisth day of,, personally appeared <u>Dr. Edgardo E. Tulin</u> with <u>VSU No. V000522</u> and <u>Junard C. Gucela with valid ID No. Driver Licence H-12-13-002158 and lon V. Dampios with valid ID No. Driver Licence H12-19-000704</u> known to me to be the ne persons who executed the foregoing instrument and they acknowledged to me the same is their voluntary act and deed, as well as the parties hereto. WITNESS MY HAND AND SEAL on the date and place first above given.
The state of	Notary Public Doc. No Page no Book No Series of