



February 10, 2023

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Tulin:

I would like to recommend the designation of

Name of the Appointee:	Ms. Maria Teresita D. Mecairan
Designated Position:	Deputy Document and Records Controller (dDRC) for the Department of Pure and Applied Chemistry
Date of Appointment:	January 1, 2023 – June 30, 2023

She shall perform the following duties and responsibilities, to wit:

1. Perform the functions of the Document and Records Controller (DRC) within the unit she is assigned by: a) issuing, maintaining, retrieving, and controlling documents; b) assigning of document numbers and other coding controls for documents in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes; and d) ensuring the implementation of the control of records.
2. Ensure that there is good coordination between her, the University Document and Records Controller, and the alternate dDRC of the unit she is assigned, in all concerns related to document and records control.

Moreover, she is entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Thank you very much.

Respectfully yours,

ELIZABETH S. QUEVEDO

Head, DoPAC

Noted:

MA. THERESA P. LORETO

Dean, CAS

Approved:

EDGARDO E. TULIN

President



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-

MARIA TERESITA D. MECAIRAN of legal age, Married, Filipino and with residence and postal address at Tugas I, Brgy. Hilapnitan, Baybay City, Leyte hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the **FIRST PARTY** is in need of person/s 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 **Admin Clerk** to perform the functions and deliver the following outputs as follows:

1. Coordinates office and administrative activities particularly storing, retrieving and integrating information and maintain proper recording/filing of records;
2. Prepares and processes reimbursement of Laboratory supplies, Office Expenses and scholarship Tuition Fees;
3. Performs messengerial work in the absence of regular admin aide;
4. Maintain cleanliness and orderliness of the office and reception areas;
5. Perform other functions assigned by the department.

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 the pertinent VSU policies and rules governing official travel;

THAT the **SECOND PARTY** shall abide 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 Twenty (20) days per month at not less than 8 hours per day based on the work schedule as prescribed by the hiring department/office/center/units;

THAT for and in consideration of the foregoing service, the **FIRST PARTY** binds itself to pay the **SECOND PARTY** in the amount of Six hundred three Pesos and Forty Centavos (Php603.40) per day inclusive of premium. 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 payment will be charge to GENERAL FUND; 01065 711

Edgar Tulin

Maria Teresita D. Mecaيران

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THAT, this contract shall take effect January 1, 2023 until June 30, 2023 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 for the period were under contract of service by the university;

Confidentiality Clause: The SECOND PARTY is required to turn-over the data materials, equipment and other things that come into hi/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 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.

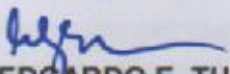
THAT this contract of service may also be terminated by the First Party before the end of the stipulated term when the services is no longer needed or whenever the Second Party violates rules and regulations of the University or for unsatisfactory performance of the task assigned.

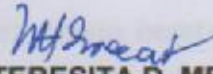
THAT this agreement will not in any manner result to any employer- employee relationship between the parties.

IN WITNESS THEREOF, the parties have hereto set their hands this _____ day of _____, 2023 at Baybay City, Leyte, Philippines.

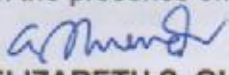
VISAYAS STATE UNIVERSITY
Baybay City

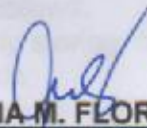
By:


DR. EDGARDO E. TULIN
(First Party)


MARIA TERESITA D. MECAIRAN
(Second Party)

Signed in the presence of:


1. **ELIZABETH S. QUEVEDO**
(DoPAC Head)


2. **ALICIA M. FLORES**
OIC Head, Budget Office

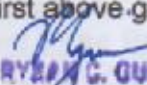

3. **MIRIAM M. DELA TORRE**
OIC Head, OHRSPPR

PROVINCE OF LEYTE)
REPUBLIC OF THE PHILIPPINES) S.S.
MUNICIPALITY OF BAYBAY)

BEFORE ME, this 8 FEB 2023 day of _____, 2023, personally appeared Dr. Edgardo E. Tulin with VSU ID No. V000522 and Maria Teresita D. Mecairan with valid ID No. 13-05007850-3, 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.

WITNESS MY HAND AND SEAL on the date and place first above given.

Doc. No. 411
Page No. 95
Book No. 46
Series of 2023


ATTY. RYAN G. QUINOCOR
Notary Public for
Until December 31, 2023
PTR No. 0122334 Baybay, Leyte- 1/23/2023
ISP No. 260100- Tacloban City- 1/18/2023
Roll of Attorneys No. 57467
MCLP No. VII-0227183- 04/14/2008
Visaya, Baybay, City, Leyte