



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF AGRONOMY**  
DASS Building, Visayas State University  
Visca, Baybay City, Leyte PHILIPPINES 6521-A  
Phone: +63 053 563 7636  
Email: agronomy@vsu.edu.ph  
Website: www.vsu.edu.ph

## 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-

**MILESA C. MARSADO**, of legal age, Single, Filipino and with residence and postal address at Brgy. Gabas, Baybay City, 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:

THAT the FIRST PARTY hereby contracts the services of the SECOND PARTY as Clerk to perform the functions and deliver the following outputs as follow:

1. Attends to inquiry and provides the services requested by client's ( students/farmers and visitors),
2. Prepares all financial and personnel documents (e.g. Reimbursement, liquidation, cash advance, DTR printing, vouchers, payroll, travel documents, etc.),
3. Prepares the department projected and actual teaching load, individual faculty workload and classroom utilization,
4. Reminds and provides clerical support in preparing the department OPCR and the individual IPCRs of faculty and supporting documents
5. Coordinates office and administrative activities particularly storing, retrieving and integrating information/files,
6. Disseminates notices of department and university initiated meetings and seminars,
7. Receives and relays IP messages and telephone calls to concerned faculty and staff,
8. Performs messengerial work in times the assigned individual is not available,
9. Maintains the record filing system of the office,
10. Facilitates the printing of grade sheets, reports and exam of faculty members.
11. Receives and records incoming and outgoing documents for the department,
12. Act as the department DDRC and other matters related to ISO,
13. Performs other functions as assigned by the department head.

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 22 days per month at not less than eight (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 the SECOND PARTY in the amount of Five Hundred Fifty-Three Pesos and Forty Centavos (P553.40) per day adopting twenty two (22) working days per month inclusive of ten percent (10%) premium.

THAT the SECOND Party will be paid per month 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 UAF.

THAT this contract shall take effect July 1, 2021 until December 31, 2021 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.

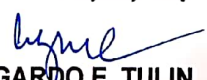
**Confidentiality Clause:** The SECOND PARTY is required to turn-over the data materials, equipment, and other things that come into his/her possession because of his/her job, and preserve the confidentiality of any information regarding the University, faculty, staff, and students. Any disclosure and 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.

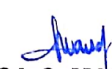
This contract of service may also be terminated by the first party before the end of the stipulated term when the services is no longer needed or whenever the second party violates rules and regulations of the university or for unsatisfactory performance of the task assigned.

IN WITNESS THEREOF, the parties have hereto set their hands this 12 JUL 2021  
\_\_\_\_\_, 2020 at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY  
Baybay City

By:

  
**EDGARDO E. TULIN**  
President  
(First Party)

  
**MILESA C. MARSADO**  
(Second Party)



Signed in the presence of:

1. ULYSSES A. CAGASAN  
DA, Department Head

2. MYRNA S. PANCITO  
Head, Budget Office

3. JENNIFER E. ANDO  
OIC Head, RSPPRO

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

12 JUL 2021

BEFORE ME, a Notary Public for and in the City of Baybay, Leyte, Philippines, this \_\_\_\_th day of \_\_\_\_\_, 2021, personally appeared Dr. Edgardo E. Tulin with VSU ID No. V000522 and MILESA C. MARSADO with valid ID No. 12-202310483-9, known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that 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.

ATTY. RYSAN C. GUINOCOR

Notary Public  
Until June 30, 2021

PTR No. 5069132-Baybay, Leyte-1/12/2021  
IBP No. 134491-Tacloban City-12/11/2020  
Roll of Attorneys No. 57467  
MCLE No. VI-0003619-04/14/2022  
Visca, Baybay City, Leyte

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