



THAT this contract shall take effect **JANUARY 01, 2022** until **MARCH 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.

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 ____ day of _____ 2022 at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY
Baybay City

By:

EDGARDO E. TULIN
(First Party)

MELODY LYN C. BASACA
MELODY LYN C. BASACA
(Second Party)

Signed in the presence of:

ANGELITA L. PARADERO
1. ANGELITA L. PARADERO
Head, DBM

ALICIA M. FLORES
2. ALICIA M. FLORES
Head, Budget Office or Accounting Office

JENNIFER C. ANDO
3. JENNIFER C. ANDO
Head, RSPPRO