



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF ANIMAL SCIENCE**

Visca, Baybay City, Leyte, Philippines

IP Phone: 1017

Email: [ansci@vsu.edu.ph](mailto:ansci@vsu.edu.ph)

Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

## CONTRACT OF SERVICES of 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-

**RETCHIL B. ARAGON** of legal age, married, Filipino and with residence and postal address at BRGY PATAG, 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 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 **Laboratory Technician** to perform the functions and deliver the following outputs as follows:

- Prepares, issues and collects laboratory equipment during/after laboratory classes,
- Conducts and makes report of quarterly inventory of all laboratory equipment/facilities and supplies for all Animal science laboratories;
- Keeps record of laboratory equipment/facilities and supplies;
- Prepares reagents/chemicals for laboratory use upon instruction of instructor/professor.;
- Maintains order and cleanliness of laboratory equipment/facilities;
- Reports to laboratory In-charge any damaged/non-functional equipment/facilities and;
- Does other duties that may be assigned by immediate supervisor.

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 government accounting rules and regulations and to pertinent VSU policies and rules and governing official travel.

THAT the **SECOND PARTY** shall abide by the rules and regulations of the **FIRST PARTY** and the terms and conditions provided for in this service contract and performs the above-listed functions for a total of 15 days per month and not less than eight (8) hours.