



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF AGRONOMY

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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. 9437, with principal office at Baybay City, Leyte, duly represented by its OIC- President **DR. PROSE IVY G. YEPES**, 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:

The FIRST PARTY hereby contracts the services of the SECOND PARTY as **Clerk/dDRC** to perform the functions and deliver the following outputs as follows:

1. Prepares and submits Individual Faculty Workloads (IFWs) of the faculty, part-time instructors, and adjunct professors.
2. Acts as the dDRC of the department.
3. Prepares, collects, and submits documents needed for any VSU accreditation, e.g., ISO and AACUP accreditations etc.
4. Prepares and submits Actual Teaching Loads of the regular faculty of the department.
5. Prepares and submits payrolls for salaries and allowances of JO and Student Assistants.
6. Monitors, updates and facilitates the use of the new forms and templates cascaded down into the department level.
7. Assists in the preparation of appointments and any documents necessary for instruction, research, extension and production functions of the regular faculty of the department.
8. Prepares and submits PPMP documents and Purchase Requests of the department.
9. Facilitates in the submission of grade sheets per subject made by the faculty, part-time, adjunct professor and affiliate staff of the department.
10. Prepares, facilitates and submits the documents for the renewal of temporary instructors, part-time teachers and appointments of the contractual and Job Order laborers.
11. Receives, records and releases incoming and outgoing documents and appointments of