



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-

CHIZKA MAE S. MARTINEZ, of legal age, Single, Filipino and with residence and postal address at Brgy. Pangasugan, 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** to perform the functions and deliver the following outputs as follows:

1. Receives and releases documents submitted for action at the Office of the Chief Legal Officer for a total of the number of days and hours as prescribed and agreed in this contract;
2. Prepare and draft Legal Opinion/Comments of MOA/MOU/Contracts;
3. Receives, encodes and records communications and documents for review by the Chief Legal Officer;
4. Maintains the filing system of the office and a record of the office accomplishments as inputs to the office annual report and OPCR entries;
5. Prepares all financial and personnel documents needed in the performance of the functions of the office and facilitates/follow up its processing at the various administrative units of the university;
6. Performs other functions as assigned by the superiors;