VISAYAS STATE UNIVERSITY

OFFICE OF THE CHIEF LIBRARIAN
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7512; Local 1055
Email: library@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. 9547 with principal office at Baybay City, Leyte, duly represented by its President **DR. EDGARDO E. TULIN,** hereinafter referred to as the **FIRST PARTY;**

-and-

DARWIN M. LABATA and REX M. PATONONA, of legal age, Married/ Single, Filipino and with residence and postal address at 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 Bindery helper to perform the functions and deliver the following outputs as follows:

Darwin M. Labata duties and responsibilities

a. Binds theses, dissertations, field practice reports, case studies and narrative reports of graduating students and other job request;

b. Cleans the lawns, library building & surroundings;

c. Does shelving, Shelf-reading and conducts annual inventory on assigned areas;

d. Mans the entrance/exit area, lockers of bags as the need arises;

e. Render overtime work in binding AACUP, ISO, ISA,CHED and other accreditation documents;

f. Performs other functions as assigned by the Chief Librarian.

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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