



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 President **DR. PROSE IVY G. YEPES**, hereinafter referred to as the **FIRST PARTY**;

-and-

MARIA MICHELLE M. SEQUEÑA, of Legal Age, **Married**, Filipino and with residence and postal address at **Apartment 64, ViSCA, 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 contract the services of the **SECOND PARTY** as **JOB ORDER CLERK** to perform the following functions as follows:

1. To encode/gather documents necessary for COPC accreditation for Master of Science in Applied Economics, Bachelor of Science in Economics Major in Business Economics;
2. To encode/gather documents necessary for Level IV AACUP accreditation for Master of Science in Agricultural Economics;
3. Compile the gathered documents systematical to make them presentable and easily accessible to the accreditors/evaluators during the actual evaluation;
4. Assist and help the department dDRC perform office works related and process department daily operations
5. Perform other duties and responsibilities ASSIGNED BY .

THAT when the work demand for travel, the **SECOND PARTY** shall be entitled to payment of travel expenses (per diem and fare) when traveling on official business within the country subject to existing government accounting rules and regulations and to pertinent VSU policies and rules governing official travel.

THAT for and in consideration of the foregoing service, the **FIRST PARTY** binds itself to pay the **SECOND PARTY** in the amount of **SIX HUNDRED FOUR PESOS & 30/100 (P604.30.00)** per day inclusive of premium at not less than 8 hours per day based on the work schedule as prescribed by the hiring department/office/center/unit;

The **SECOND PARTY** will be paid twice a month (per *quincena*) upon presentation of a certification of accomplishments and rendition of actual services issued by the **FIRST PARTY** or it's duly authorized representative. The above payments will be charged to _____.

HONEY SOFIA V. COLIS
Director, HRMDO

ALICIA M. FLORES
Head, Budget Office

LEMUEL S. PRECIADOS
Head, DoEcon

MARIA MICHELLE M. SEQUEÑA
(2nd PARTY)

PROSE IVY G. YEPES
PRESIDENT (1st PARTY)