



**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. EDGARDO E. TULIN**, hereinafter referred to as the **FIRST PARTY**;

-and-

**Ms. NOESSA C. DAVID** (Single), of legal age, 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** Clerk & dDRC to perform the functions and deliver the following outputs as follows:

**Ms. NOESSA C. DAVID:**

1. Prepares/types/releases, IPCR's, OPCR's communications, requests, recommendations, certifications, forms, and other related matters;
2. Prepares/types financial documents, Accomplishment Reports, and other related documents;
3. Coordinates/facilitates other needs of the department faculty, staff and students;
4. Receives/sorts/files/retrieves incoming and outgoing communications in in the department;
5. Receives/responds/relays telephone calls to faculty and staff concerned;
6. Serves as dDRC on ISO 9001:2015 implementation for DFS.
7. Performs other work as assigned and requested by the department head, faculty, staff and students.

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

THAT the **SECOND PARTY** shall abide by the rules and regulations of the **FIRST PARTY** and the terms and conditions as provided for in this service contract and performs the above-listed functions for a total of **22 days per month at not less than 8 hours per day** based on the work schedule as prescribed by the hiring department/office/center/unit;