



**CONTRACT OF SERVICES  
(Renewal of Casual Appointment)**

**KNOW ALL MEN BY THESE PRESENTS:**

This contract is made and entered into by and between:

**THE VISAYAS STATE UNIVERSITY (VSU)**, an institution of higher learning established under Pres. Decree No. 470 as amended by Pres. Decree No. 700, and converted into state university by virtue of R.A. 9158 and 9437, with principal office at Visca, Baybay City, Leyte, Philippines duly represented by the University President, **DR. EDGARO E. TULIN**, hereinafter referred to as the **FIRST PARTY**,

-and-

**REYNANTE G. MACAPANAS**, of legal age, single, a Filipino with residence address at Barangay Guadalupe, Baybay City, Leyte hereinafter referred to as the **SECOND PARTY**;

**WITNESSETH:**

WHEREAS, the **FIRST PARTY** is engaged not only in instruction but also in research and extension;

WHEREAS, the **FIRST PARTY** is a grantee of research funds from other government agencies such as PCARRD, DA and other private institutions;

WHEREAS, the **FIRST PARTY** is in need of personnel who possess the necessary technical know-how in the field of agricultural research to conduct researches or assist the researchers in the conduct of research activities;

WHEREAS, the **SECOND PARTY** possesses the required technical know-how in agricultural research and willing to participate in any research and development activities;

NOW, THEREFORE, premises considered, the parties hereto have hereunto agreed on the following terms and conditions to wit;

The **FIRST PARTY** hereby employs the services of the **SECOND PARTY** as Science Research Assistant of the Eco-FARMI effective January 1, 2023 to June 30, 2023 at the rate of P19, 593.00/month with the following duties and responsibilities:

- a. Conducts research on yield comparison of selected vegetables using inorganic fertilizers and vermicast;
- b. Maintains vermiworm collection and mass propagation of vermicast for enterprise enhancement;
- c. Supervises field laborers;
- d. Prepares monthly reports; and
- e. Performs other functions as assigned by the project leader.

That for and in consideration of the services of the **SECOND PARTY**, the **FIRST PARTY** binds itself to pay the former a total amount of **ONE HUNDRED TWENTY NINE THOUSAND FIVE HUNDRED FIFTY EIGHT PESOS (P129, 558.00)** only representing salary including PERA (₱ 500.00) & ACA (₱ 1,500.00) and ADDITIONAL COMPENSATION ALLOWANCE FOR 6 months, payable at least twice a month at VSU, Visca, Baybay City, Leyte upon presentation of daily time record duly attested by the representative of the **FIRST PARTY**;

That the **SECOND PARTY** authorizes the **FIRST PARTY** to deduct from the former's monthly salary the amount corresponding to contribution to GSIS, PhilHealth and PAG-IBIG



premiums which could not legally provided for by the FIRST PARTY over the duration of this contract;

That the FIRST PARTY grants the SECOND PARTY reimbursements of necessary expenses for travels made officially in connection with the project and duly approved by the FIRST PARTY or his duly authorized representative upon presentation of pertinent supporting papers and subject to usual accounting and auditing rules and regulations;

**Confidentiality Clause:** The SECOND PARTY is required to turn-over the data materials, equipment, and other things that come into his/her possession because of his/her job, and preserve the confidentiality of any information regarding the University, faculty, staff, and students. Any disclosure and divulgement of confidential information (including personal information kept on computer or other media, research, technologies and manuals) made unlawfully outside the proper course of duty will be grounds for dismissal without prejudice to filing of appropriate case in Court. The confidentiality clause will still apply even if the SECOND PARTY is no longer connected with VSU unless the University gives its express consent.

**Non-Competition:** In the event the SECOND PARTY is separated or terminated from employment for whatever reason, he/she shall not seek employment doing similar research and technologies that he/she was working in VSU for a period of three (3) years from date of separation or termination, without the prior notice and consent to the University.

That the SECOND PARTY shall be entitled to leave benefits as provided for by Joint CSC and DBM Circular No. 99-7 dated December 29, 1999. However, since monetization of leave credits and payment of terminal benefits of contractual employees are chargeable only to the lump sum appropriation of the agency, the SECOND PARTY should enjoy all leave credits within the year it is earned;

That the SECOND PARTY hereby undertakes to treat all research results derived from the research conducted or those information divulged by the researcher of which he has access to by reason of his duties and responsibilities as **highly confidential** albeit the possible presence of other available sources relative thereto;

That the SECOND PARTY will not claim as his own project-derived intellectual property as a result of the task assigned to him though he shall be duly acknowledged for the success of the same;

That the SECOND PARTY hereby undertakes to refuse employment, which involves or may involve the disclosure or use of the confidence, reposed on him by the researcher;

That the SECOND PARTY agrees to the reservation of a right of the FIRST PARTY to terminate the services of the former in the event that the performance of the SECOND PARTY is prejudicial to the smooth and efficient operation of the FIRST PARTY in achieving the purpose, for the lack of funds, or for other just cause;


That in case either party desires to terminate this contract before its expiration date, written notice shall be served to the other party at least thirty (30) days before effectivity of the termination.

IN WITNESS WHEREOF, we have hereunto set our hands on this \_\_\_\_ day of \_\_\_\_\_, 2023 in VSU, Visca, Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

By:

EDGARDO E. TULIN  
University President  
(First Party)

  
REYNANTE G. MACAPANAS  
(Second Party)

Signed in the presence of:

**DHENBER C. LUSANTA**  
OIC, Eco-FARMI

**MARIA JULIET C. CENIZA**  
VP for Research, Extension  
and Innovation

**HONEY SOFIA V. COLIS**  
Director, ODAHRD

**ALICIA M. FLORES**  
Head, Budget Office

REPUBLIC OF THE PHILIPPINES)  
PROVINCE OF LEYTE ) S.S.  
MUNICIPALITY OF BAYBAY )

BEFORE ME, a Notary Public for and in the City of Baybay, Leyte, Philippines, this \_\_\_\_\_th day of \_\_\_\_\_, 2023 personally appeared Dr. Edgardo E. Tulin with CTC No. \_\_\_\_\_ dated \_\_\_\_\_, 2023 at Baybay City with VSU ID No. V000522 and Reynante G. Macapanas with TIN 727595438 issued on 08/09/2018 known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their voluntary act and deed, as well as the parties hereto.

WITNESS MY HAND AND SEAL on the date and place first above given.

\_\_\_\_\_  
Notary Public

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Series No. \_\_\_\_\_