



**VISAYAS**  
STATE UNIVERSITY



**NATIONAL COCONUT  
RESEARCH CENTER-VISAYAS**

Visca, Baybay City, Leyte, PHILIPPINES  
Telephone: 053-525-0277  
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**CONTRACT OF SERVICES  
(Renewal)**

**KNOW ALL MEN BY THESE PRESENTS**

**This contract made and entered into by and between:**

The **VISAYAS STATE UNIVERSITY**, an institution of higher learning established under Republic Act No. 9158 with principal office at Visca, Baybay City, Leyte duly represented by the University President, **DR. EDGARDO E. TULIN**, hereinafter referred to as the **FIRST PARTY**;  
and

**JERREL ANN L. LAGITAO**, of legal age, Filipino, married and residing at **Brgy. Nueva Vida Sur, Carmen, Bohol** 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 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 knowhow in the field of agricultural research; to conduct researches or assist the researcher in the conduct of research activities;

WHEREAS, the **SECOND PARTY** possess the required technical knowhow in agricultural research and willing to participate in any research and development activities;

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

The **FIRST PARTY** hires the services of the **SECOND PARTY** as **Science Research Assistant** of the Varietal Improvement Section Code No. NCRC.OC. 211.01 at **VSU, Visca, Baybay City, Leyte** effective **January 1, 2022 until June 30, 2022** at the rate of **P19,593.00/month** with the following duties and responsibilities:

- 1) **Assist the project/study leaders in the implementation of Research Development, Extension and Production activities of the section**
- 2) **Supervise the laborers in implementing the activities of the section**
- 3) **Gather data, analyze and prepare reports;**
- 4) **Does other activities as requested by the supervisors.**

That in consideration of the **SECOND PARTY**, the **FIRST PARTY** binds itself to pay the former in the total amount of **ONE HUNDRED TWENTY NINE THOUSAND FIVE HUNDRED FIFTY EIGHT PESOS (P129,558.00)** including ACA, PERA and **ADDITIONAL COMPENSATION ALLOWANCE** for 6 months, payable at least twice a month at VSU, Visca, Baybay City, Leyte upon presentation of a 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 be legally provided for by the **FIRST PARTY** over the duration of this contract.

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

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 of contractual employees are chargeable to the lump sum appropriation of the current year of the agency, the **SECOND PARTY** should enjoy all leave credits.

HONEY SOFIA V. COLIS

MARIA JULIET C. CENIZA

JEDI JOY B. MAHILUM

JERREL ANN L. LAGITAO