



CONTRACT OF SERVICE FOR TEACHING SERVICES

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into by and between:

The **VISAYAS STATE UNIVERSITY (VSU)**, 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 Visayas State University by virtue of Republic Act No. 9347, with principal office at Baybay City, Leyte, duly represented by its University President, **Dr. PROSE IVY G. YEPES**, hereinafter referred to as the **FIRST PARTY**;

and-

KARL JOHN A. GALVEZ of legal age, male, Filipino and residing at Visca, Baybay City, Leyte hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the FIRST PARTY is in need of a **Part-time** faculty member who will teach subjects at the Department of Economics (DOE), VSU, Baybay, Leyte during the 1st Semester, SY 2025-2026 at P182.00 per hour for BS degree holder of actual teaching service. Furthermore, a preparation pay will be given at the end of the semester, which will serve as supplemental payment for other tasks done outside the actual teaching hours such as, preparing learning materials for the class, grading exams and other course requirements, student consultation and feed backing, as well as computation and submission of grades. The preparation pay will be computed per subject of not more than four (4) different class preparations for lecture and actual number of subjects for laboratory,

WHEREAS, the SECOND PARTY possesses the needed professional and technical expertise to undertake the aforementioned job and is willing to be paid on a per hour basis, based on the actual teaching hours prescribed for each course/section handled, which shall commence on the first day of the start of classes and to end on the last day of the final examination. Attendance to the Faculty Onboarding will be paid, while missed class hours due to absence or due to officially declared class suspensions shall be paid after presentation of proof of conduct of make-up classes.

Now, THEREFORE, premises considered, the parties hereto have hereby agreed as they have agreed under the terms and conditions, as follows:

THAT the SECOND PARTY hereby undertakes the aforementioned job under the direct supervision of the FIRST PARTY or duly authorized representative, particularly to perform the teaching services of the courses assigned to him during the 1st Semester SY 2025-2026 but not limited to the following:

1. Prepare learning materials for the classes assigned.
2. Conduct classes as scheduled,
3. Conduct make-up classes in case of absence or officially declared class suspensions,
4. Employ varied teaching strategies to enhance the student learning,
5. Apply/conduct applicable modes of assessment of student learning,
6. Maintain an updated and orderly class record of all classes handled,
7. Conduct examinations and other appropriate performance assessment tasks, and give relevant assignments and other course requirements,
8. Return corrected test papers and other assessment outputs to the students, and provide regular feedback to students on their class performance for improvement,