



## 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. 9347, with principal office at Baybay City, Leyte, duly represented by its President **DR. EDGARDO E. TULIN**, hereinafter referred to as the **FIRST PARTY**;

-and-

**JANET O. PASA**, of legal age, Married, Filipino and with residence and postal address at Brgy. Higulo-an 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 as **Clerk/dDRC** to perform the functions and deliver the following outputs as follows:

1. Prepares all financial and personnel document (e.g. reimbursement, liquidation, cash advance, DTR printing, vouchers, payroll, travel documents, application for leave, actual teaching load, individual workload, etc.);
2. Records documents for delivery, received and forward documents to concerned faculty/staff;
3. Entertains visitors and students and facilitates their request for services;
4. Photocopies, encodes, scans and prints important documents/photos (e.g. gradesheet, handouts, exams, study guides, etc.);
5. Performs other tasks assigned by the department head and faculty.
6. Performs the functions of the deputy Document and Records Controller (dDRC): a) issuing, maintaining, retrieving and controlling controlled documents; b) assigning document numbers and other coding controls for document in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes' and d) ensuring the implementation of the control of records.
7. Ensures that there is good coordination between the University Document and Records Controller and the alternate dDRC in all concerns related to document and records control.

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.