



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 OIC- President **DR. PROSE IVY G. YEPES**, hereinafter referred to as the **FIRST PARTY**;

-and-

LOVELY V. PADERES, of legal age, Single, Filipino and with residence and postal address at Brgy. Sta. Fe, Matalom, 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** to perform the functions and deliver the following outputs as follows:

1. Acts as accreditation facilitator in the department to organize, file, and record all the accreditation documents needed for ISO, AACUP, QS ranking, etc.
2. Acts as AdDRC of the department.
3. Facilitates the submission of research and extension reports by the faculty and research staff of the department.
4. Prepares and submits quarterly, semi-annual, and annual reports of the department.
5. Prepares and facilitates the assigning of the academic loads of the faculty, part-time instructors, adjunct professors, affiliate staff, and GTA.
6. Facilitates the issuance and release of Registration Forms (RF) to students.
7. Creates Tracking codes of academic, research, and extension documents of the department.
8. Assigns control numbers of academic, research, and extension documents and retrieves these files when needed.
9. Assists in the accreditation activities of the university and the department.
10. Disseminates and route memos to students, faculty, and staff.
11. Performs other teaching, research, and extension functions that may be assigned and requested by the head and the faculty members of the department.

THAT when the work demands travel, the SECOND Party shall be entitled to payment of travel expenses (per diem and fare) when traveling 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