



VISAYAS
STATE UNIVERSITY



**COLLEGE OF AGRICULTURE AND
FOOD SCIENCE**

"CHED Center of Excellence in Agriculture"
Visca, Baybay City, 6521, Leyte, Philippines
Phone No.: 63-053-565-0600 local 1083
Email: cafs@vsu.edu.ph
Website: www.vsucafs.org; www.vsu.edu.ph

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-

Ms. **JENEFER L. BORNEO**, of legal age, Married, Filipino and with residence and postal address at Driver's Quarter Extension VSU, Visca 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 **Administrative Assistant** to perform the functions and deliver the following outputs as follows:

1. Assist the RDE coordinators in coordinating the research, extension and innovation activities of all the units (9) under CAFS;
2. Assist the RDE coordinators in accreditation activities and takes charge of accreditation documents;
3. Collect and manage the RDE document files or database;
4. Assist in the receiving/releasing of documents and clerical works related to ISO in the CAFS Dean's Office;
5. Assist in the Annual In-House Review of the College/University;
6. Perform other functions that may be assigned by the Research and Extension Coordinators and College Dean.

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.

THAT the **SECOND PARTY** shall abide by the rules and regulations of the **FIRST PARTY** and the terms and conditions as provided for in this service contract and performs the above-listed functions for a total of eighteen (18) days per month at not less than 8 hours per day based on the work schedule as prescribed by the hiring department/office/center/unit;

THAT for and in consideration of the foregoing service, the **FIRST PARTY** binds itself to pay the **SECOND PARTY** in the amount of Five Hundred Fifty-Five Thousand