



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-

MELFAR M. MATUGAS, of legal age, Married, Filipino and with residence and postal address at **Brgy. Pangasugan, 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 **Utility** to perform the functions and deliver the following outputs as follows:

1. In charge of the maintenance and cleanliness of the **ARI Center's** and **Biotech** surroundings
2. Perform basic landscaping duties including tree trimming, weeding, and watering of plants
3. In charge of the tools and equipment for landscaping duties
4. Responsible in the basic repair of minor damages in the **ARI Center** and **Biotech Department** (e.g. door knobs, leaking on faucets, etc.).
5. Check and report major repair and maintenance needs to proper personnel
6. Do errands for **ARI Center** and **Biotech Department**
7. Perform other duties as assigned

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 **Twenty two (22) 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 Sixty-One Pesos and Eighty Centavos (P561.80)** per day inclusive of ten percent (10%) premium.