



VISAYAS
STATE UNIVERSITY

ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered 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. PROSE IVY G. YEPES**, hereinafter referred to as the **FIRST PARTY**;

and-

JOLLIVIE A. CURAY, of legal age, single, Filipino and with residence and postal address at Baybay City, Leyte, Philippines, 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 **Science Research Aide** to perform the functions and deliver the following outputs as follows:

- Assists the program/project leader in the implementation of the extension project;
- Prepares materials needed in the training/seminar and other related activities under extension program: Participatory Eco-Farming Program for the Visayas
- Assists in conducting, monitoring and evaluation of extension project;
- Prepare and submits quarterly and annual accomplishment extension report;
- Documents production costs and sales of crops and livestock animals
- Performs other tasks assigned by the supervisors.

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 18 working 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;