

**CONTRACT OF SERVICE**

This CONTRACT OF SERVICE made and entered on this 14<sup>TH</sup> day of August 2024 by and between **PHILIPPINE AGRICULTURE and ECONOMIC DEVELOPMENT ASSOCIATION (PAEDA)** of **Visayas State University Chapter** hereinafter called as the **CUSTOMER**:

*and*


**Maria Michelle M. Sequeña** of legal age, Admin Support Staff of PAEDA, with office address at the Visayas State University (VSU), Visca, Baybay City, Leyte, hereinafter called as the **PROVIDER**,

*Witnesseth:*

1. That the **PROVIDER** hereby promises to provide service as **Admin Staff** of the 52<sup>ND</sup> National Convention effective August 14, 2024, until December 31, 2024, or until the completion of Conference proceedings and/or Financial Report and with the following remuneration: P 12,000.00 per month with an equivalent of a month salary as incentives by the end of the contracted service.
2. The Provider shall perform the following duties and responsibilities:
  - a) Provide facilitative support to all the administrative needs of the PAEDA VSU Chapter as host of PAEDACon 2024.
  - b) Prepare Minutes of Meetings.
  - c) Assist in all PAEDA Committees in organizing the respective activities;
  - d) Submit the conference proceedings and/or Financial Report; and
  - c) Assist and perform other related tasks assigned by the convention chair and committees.
3. Complaints from the clients about the service will lead to immediate termination of this contract.

In witness whereof, the parties hereto have set their hands this 14<sup>th</sup> day of August 2024, at the  
Visayas State University, Visca, Baybay City, Leyte.

  
**MARIA MICHELLE M. SEQUEÑA**  
Service provider

  
**ANTONIO P. ABAMO**  
PAEDA 52<sup>ND</sup> Convention Chair/  
PAEDA VICE PRESIDENT

**Signed in the presence of:**

AUTHORIZED REPRESENTATIVE

**MOISES NEIL V. SERIÑO**  
PAEDA BOARD MEMBER