



CONTRACT FOR TEACHING SERVICES
(Job Order Status)

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into by and between:

The **VISAYAS STATE UNIVERSITY (VSU)**, 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. 9473, with principal office at Baybay City, Leyte, duly represented by its President, **DR. EDGARDO E. TULIN**, hereinafter referred to as the **FIRST PARTY**;

and-

REYNAND E. CORPUZ of legal age, male, Filipino and residing at Brgy. Paa, Hilongs, Leyte, hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the **FIRST PARTY** is in need of one with the desired expertise who will teach subjects Chem 132.3; Chem 130.2; Chem 120.1; Chem 121.1; Chem 113.1 ScTs 11 at the Department of Pure and Applied Chemistry, VSU, Baybay, Leyte during the 1st Semester, SY 2022-2023 at P156.00 per hour for BS degree/ P207.70 per hour for MS degree/ P308.44 per hour for PhD degree of actual teaching service, the total amount received for one month should not exceed the monthly salary of an equivalent regular position of Instructor I, plus preparation pay per subject of not more than four (4) different courses/subjects for lecture and laboratory;

WHEREAS, the **SECOND PARTY** possesses the needed expertise to undertake the aforementioned job and is willing to be paid on a per hour basis;

Now, THEREFORE, premises considered, the parties hereto have hereby agreed as they have agreed under the terms and conditions, as follows:

THAT the **SECOND PARTY** hereby undertakes the aforementioned job under the direct supervision of the **FIRST PARTY** or duly authorized representative, particularly to perform the teaching services of the courses assigned to her/him during the 1st Semester SY 2022-2023 but not limited to the following:

1. Conduct classes as scheduled.
2. Introduce various strategies to enhance the learnings of his/her students.
3. Apply/conduct applicable modes of assessment of the learnings gained by his/her students from his/her classes i.e. examination (mid/final/long hours/quizzes), maintain class records, correct and return these assessment/test papers to students.
4. Perform other tasks assigned by the Department Head and the College Dean to facilitate the effective delivery of teaching functions.
5. Attend to student queries even outside class schedule.
6. Submit grades and turn over class records to the Department Head or to a designated faculty member two weeks after the final examination. In case of INC grades, thoroughly orient the faculty accepting the academic responsibility as to when and how the students can complete their grades.
7. Pass clearance after the end of the contract.

1. The total number of hours to be paid per semester shall not exceed the maximum contact hours of
 - a. her/his teaching load for the 1st semester of SY 2022-2023 plus the number of hours spent in participating in the Faculty Onboarding on September 5-8, 2022 and Orientation of Newly-Hired Faculty on September 8-9, 2022, as certified by the University Registrar and Director of Instruction and Evaluation, respectively. Proof of attendance to the above activities shall be attached.
 - b. Monthly payment shall be supported with the Daily Time Record (DTR) and accomplishment report of the performance by the SECOND PARTY certified by the Department Head of all the mandated teaching jobs. This applies to both conduct of face-to-face and on-line classes.
 - c. Last month's salary shall likewise be supported with a certification from the Department Head that the SECOND PARTY complied with his/her teaching functions in the preceding paragraph, sub. par. 6 to 7 re: submission of grades, class records and clearance to the Department Head.
 - d. Preparation pay to be released at the last month of the semester. The computation for the preparation pay will be as follows:

For lecture subjects:

Preparation pay = number of class preparations x .33 x rate per subject/semester

For laboratory subjects:

Preparation pay = number of class preparations x .11 x rate per subject/semester

THAT the SECOND PARTY is required to attend/participate orientation and various webinars and teaching activities conducted/spearheaded by the university to improve their teaching competencies.

THAT in the event the SECOND PARTY pre-terminates this contract without reasonable cause he shall be made to pay a penalty of Fifty Thousand Pesos (P50,000.00) without prejudice to filing a case against him for breach of contract.

THAT the SECOND PARTY is required to turn-over all class records, data, learning materials, equipment, and other things that come into his/her possession because of his/her job, and preserve the confidentiality of any information regarding the University, faculty, staff, and students. Any disclosure and divulgement of confidential information (including personal information kept on computer or other media, research, technologies and manuals) made unlawfully outside the proper course of duty will be grounds for dismissal without prejudice to filing of appropriate case in Court. The confidentiality clause will still apply even if the SECOND PARTY is no longer connected with VSU unless the University gives its express consent.

THAT the SECOND PARTY should also adhere to existing rules and regulations of the University.

THAT this agreement will not in any manner result to any employer-employee relationship between the parties.

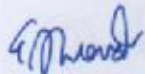
IN WITNESS WHEREOF, we have hereunto affixed our signatures this ____ day of _____, 202_, at Baybay City, Leyte, Philippines.

By:

EDGARDO E. TULIN
University President
First Party)

REYNAND E. CORPUZ
(Second Party)

Signed in the presence of:



ELIZABETH S. QUEVEDO
Dept. Head

ALICIA M. FLORES
Head, Budget Office

HONEY SOFIA V. COLIS
OIC Director, ODHRM

PROVINCE OF LEYTE)
REPUBLIC OF THE PHILIPPINES) S.S.
MUNICIPALITY OF BAYBAY)

BEFORE ME, this _____ day of _____, personally appeared Dr. Edgardo E. Tulin with valid w/ valid ID No. V0000522 and Reynand E. Corpuz with valid ID No. _____ known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed.

This instrument consisting of two pages including this acknowledgment has been signed by the parties and their witnesses and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on the date and place first above written.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of _____



MEDICAL CERTIFICATE

(For Employment)

INSTRUCTIONS

- a. This medical certificate should be accomplished by a licensed government physician.
 b. Attach this certificate to original appointment, transfer and reemployment.
 c. The results of the following pre-employment medical/physical/psychological must be attached to this form:

- ☒ Blood Test
☒ Urinalysis
☒ Chest X-Ray
☒ Drug Test
☐ Psychological Test
☐ Neuro-Psychiatric Examination (if applicable)

FOR THE PROPOSED APPOINTEE

NAME (Last Name, First Name, Name Extension (if any) and Middle Name)			AGENCY / ADDRESS
Corgis. running			DoPAC
ADDRESS Bray. Para Hilongos, Leyte			
AGE	SEX	CIVIL STATUS	PROPOSED POSITION
23	M	single	Part-time Instructor

FOR THE LICENSED GOVERNMENT PHYSICIAN

I hereby certify that I have reviewed and evaluated the attached examination results, personally examined the above named individual and found <u>him</u> /her to be physically and medically <input checked="" type="checkbox"/> FIT / <input type="checkbox"/> UNFIT for employment.			
SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PHYSICIAN:		OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE	
Merry Annan S. Gura			
AGENCY/Affiliation of Licensed Government Physician:			
LICENSE NO.	HEIGHT (M) Bare Foot	WEIGHT (KG) Stripped	BLOOD TYPE
	160.2	50.1	
OFFICIAL DESIGNATION	DATE EXAMINED		
	9-5-21		

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	CORPUZ		
FIRST NAME	REYNAND	NAME EXTENSION (JR., SR)	
MIDDLE NAME	EDAR		
3. DATE OF BIRTH (mm/dd/yyyy)	04/13/1999	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BRGY.PA-A, HILONGOS, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Purok 6 Brgy. Paa Subdivision/Village Barangay Hilongos Leyte City/Municipality Province
7. HEIGHT (m)	1.67	ZIP CODE	6524
8. WEIGHT (kg)	61		
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	House/Block/Lot No. Street Purok 6 Brgy. Paa Subdivision/Village Barangay Hilongos Leyte City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6524
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	13-252765383-9		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	09122033227
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	corpuz.reynand@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	CORPUZ			N/A
FIRST NAME	SABINIANO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	LUMBOG		N/A	N/A
25. MOTHER'S MAIDEN NAME				N/A
SURNAME	EDAR		N/A	N/A
FIRST NAME	LUCENA		N/A	N/A
MIDDLE NAME	CENITA		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	PAA ELEMENTARY SCHOOL	N/A	01/06/2007	01/03/2012		2012	1st Honorable Mention
SECONDARY	HILONGOS NATIONAL VOCATIONAL SCHOOL	N/A	01/06/2012	01/04/2018		2018	With High Honor
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A				N/A
COLLEGE	UNIVERSITY OF CEBU	BS IN CHEMISTRY	04/06/2018	04/06/2022		2022	With High Honor

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

[illegible]

(Continue on separate sheet if necessary)

VI. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS TRAINING PROGRAMS ATTENDED


[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

(Continues on separate sheet if necessary)

SIGNATURE		DATE	August 18, 2022
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,

a. within the third degree?

b. within the fourth degree (for Local Government Unit - Career Employees)?

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?

39. Have you acquired the status of an immigrant or permanent resident of another country?

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group?

b. Are you a person with disability?

c. Are you a solo parent?

41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS	TEL. NO.



42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e. Passport, GBS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: _____

ID/License/Passport No.: _____

Date/Place of Issuance: _____

Signature (Sign inside the box)

08/16/2022

Date Accomplished



SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

REYNAND EDAR CORPUZ

corpuz.reynand@gmail.com | 09122033227 | Brgy. Pa-a Hilongos, Leyte, Philippines

August 14, 2022

Department Head

Department of Pure and Applied Chemistry

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Elizabeth S. Quevedo,

Good day Dr. Quevedo! I am Reynand E. Corpuz, a fresh graduate with a degree in Chemistry, and I was looking for a job on the internet when I stumbled on a job posting that the Department of Pure and Applied Chemistry (DoPAC) in Visayas State University – Baybay Campus was hiring a part-time instructor. I see it as an opportunity to grow and contribute to the department, so I'm here, enthusiastically sending you my application for the part-time instructor position in the Department of Pure and Applied Chemistry. I believe that my personality and capability fit this position.

I graduated with a degree of Bachelor of Science in Chemistry at Visayas State University – Baybay Campus just recently this August 12, 2022. Being part of the batch that underwent the wrath of the COVID-19 pandemic, which challenged our health physically and mentally, I am proud to say that I've become more resilient and adaptive to finish my course without compromising knowledge. Though I haven't been part of any student organizations in my college years, being a mere student who graduated college with perseverance had given me versatile skillsets such as good pressure and time management, organizational skill, communication skill and comprehension. Those skills are deemed very useful, especially for the position I am applying for. I'm also good at doing work alone and I can observe proper behavior and professionalism when needed.

Teaching isn't my forte as I am new to the academe, but I am ready to commit the duties and responsibilities of part-time instructor. I am open to learn and improve myself to be the ideal part-time instructor that you and your department are looking for. With this, I am positive that my aforementioned skills, together with my passion for teaching, may fulfill my future duty with genuine motivation— to learn and contribute to your beloved Department of Pure and Applied Chemistry.

Please see my resume that I submitted for more detailed information. I am excited to meet with you and discuss my qualifications as a potential part-time instructor of the Department of Pure and Applied Chemistry.

Sincerely,

Reynand E. Corpuz

Reynand E. Corpuz



Personal Information

Phone: 09122033227

Email: corpuz.reynand@gmail.com

Address: Purok 6, Brgy. Pa-a,
Hiongos, Leyte

Skills

Chemistry	<div><div></div></div>
Computer Skill (Word, Excel & Powerpoint)	<div><div></div></div>
Problem Solving	<div><div></div></div>
Communication	<div><div></div></div>
Management	<div><div></div></div>

Languages

English	<div><div></div></div>
Filipino	<div><div></div></div>
Cebuano	<div><div></div></div>

Interest

- Gaming
- Travelling
- Watching Documentaries (History, Geography, Geopolitics, and Science)
- Anime

Summary

A highly enthusiastic BS Chemistry fresh graduate from Visayas State University. I am dependable and passionate in doing laboratory analysis. I am extremely motivated and passionate person in whatever I choose to do, including teaching. I am an organized person, in real life and in laboratory setting. I have a good sense of humor and I know how to handle different kind of people and circumstances.

Education

College (Jun 2018 - Present)

Visayas State University, Baybay City, Leyte

Bachelor of Science in Chemistry

DOST-SEI Academic Excellence in Science and Technology Awardee

Senior High (Jun 2016 - Apr 2018)

Hilongos National Vocational School, Hilongos, Leyte

Rank 7 of 600+

With High Honor

Best in Science Award

Junior High (Jun 2012 - Apr 2016)

Concepcion National High School, Hilongos, Leyte

Rank 1 of 100+

With High Honor

Best in Math Award

Best in Science Award

Elementary (Jun 2007 - Mar 2012)

Pa-a Elementary School, Hilongos, Leyte

1st Honorable Mention

Relevant Webinars and Trainings

- "LC-MS Systems: Principles and Applications" (Shimadzu Philippines Corporation)
- "The Science of Protecting and Beautifying the World with Paints and Coatings" (Filipino Science Hub)

References

Marjun P. Goron

SHS T-3 / STEM Coordinator

Hilongos National Vocational School, Hilongos, Leyte


09090708569

Candelario L. Calibo


Visayas State University, Baybay City, Leyte

cicalibo@vsu.edu.ph

TCD20190035623



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE



TIN
614-248-266-00000


Name
CORPUZ, REYNAND EDAR

Address
PA-A 8524 HILONGOS LEYTE PHILIPPINES

Birth Date
13-APR-1999

SIGNATURE

TIN Issuance Date
06-SEP-2022



ON 089-2003351


www.bir.gov.ph

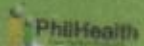
✉ contact_us@bir.gov.ph


☎ 981-7000


- This card bears your permanent Taxpayer Identification Number (TIN).
- Always indicate your TIN in all returns/documents filed with the BIR.
- Issuance of TIN Card for the first time shall be free of charge. However, in case of subsequent issuance upon taxpayer's request due to loss or damage, a P100.00 fee shall be collected to cover cost of reprinting.
- Report immediately to your Revenue District Officer, the loss of this card and change of name or address.
- Any person who secures and/or uses more than one TIN shall be criminally liable and shall be punishable by fine and imprisonment.


BIR Form No. 1931 January 2019 (ENC5)

 **REPUBLIC OF THE PHILIPPINES**
Philippine Health Insurance Corporation

 **PhilHealth**


13-252765383-9
CORPUZ, REYNAND EDAR
APRIL 12 1985 - MALE
PA-A HILONGOS, LEYTE - 8624





1 3 2 5 2 7 6 5 3 8 3 9

INFORMAL ECONOMY

CERTIFICATION

The person whose name and signature appear on this card is a beneficiary of the National Health Insurance Program. He/She, including his/her qualified dependents, are entitled to the benefits and privileges of the Program by virtue of Republic Act No. 7875, as amended.



ATTY. DANTE A. GIERRAN, CPA
President and Chief Executive Officer (CEO)