



**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-

**CRISILDA MARIE ROBLE**, of legal age, Single, Filipino and with residence and postal address at Ormoc 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 Clerk to perform the functions and deliver the following outputs as follows:

Crisilda Marie C. Roble duties and responsibilities:

1. Collates and Prepares Library Staff's IPCR and OPCR and its supporting documents.
2. Prepares vouchers and other Library documents.
3. Accessions thesis and dissertations.
4. Prepares payment of Serials subscriptions;
5. Entertains clients and provide services requested;
6. Encodes journal articles into database (Destiny Library Manager);
7. Encodes and files index cards of the Serials Unit;
8. Records journals/ magazines/newspapers and stamps ownership;
9. Prepares journal/magazines for book binding;
10. Accessions and encodes newly bound journals into the database;
11. Shelf-reads and shelves journals, newspapers, magazines and pamphlets;
12. Keeps the statistical records Serials Reference Unit's materials;
13. Performs other function assigned by the head.

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.