



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. 9437, 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-

MILESA C. MARSADO, of legal age, Single, Filipino and with residence and postal address at Brgy. Gabas, 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 **Clerk/dDRC** to perform the functions and deliver the following outputs as follows:

1. Prepares and submits Individual Faculty Workloads (IFWs) of the faculty, part-time instructors, and adjunct professors.
2. Acts as dDRC of the department.
3. Prepares, collects, and submits documents needed for any VSU accreditation, e.g., ISO and AACUP accreditations etc.
4. Prepares and submits Actual Teaching Loads of the regular faculty of the department.
5. Monitors, updates and facilitates the use of the new forms and templates cascaded into the department level.
6. Prepares and submits PPMP documents and Purchase Requests of the department.
7. Facilitates in the submission of grade sheets per subject made by the faculty, part-time, adjunct professor and affiliate staff of the department.
8. Receives, records and releases incoming and outgoing documents and appointments of the department and any other related VSU documents.
9. Receives and attends to telephone calls and inquiries of students and faculty and from various clients of the department.
10. Creates tracking codes on the academic, research and extension related documents and monitor them in the HRIS system.
11. Assists and provides the needed forms e.g. the application and nomination of advisers and SRC forms, changing of advisers' form, completion forms and other related academic forms needed by students.
12. Performs teaching, research, and extension functions that maybe assigned and requested by the head and the faculty members of the department.
13. Facilitates the submission of IDCR and ORCR of faculty and staff of the department.