



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. EDGARDO E. TULIN**, hereinafter referred to as the **FIRST PARTY**;

and-

JUMARI A. BASLAN and **MARI ANGELA M. OPPURA** of legal age, single, Filipino, and with residence and postal address at Visca, 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 contract the services of the **SECOND PARTY** as **Clerk** to perform the functions and deliver the following outputs as follows:

JUMARI A. BASLAN

- a) Prepares and generates Report of Check Issued and Cancelled for 101T plain, 101T Cebu, 164 Cebu, VSU Hospital-PF and VSU Hospital Phil health;
- b) Stamps as "PAID" all paid documents under 101T, STF Cebu & 101T Cebu, VSU Hospital-PF and VSU Hospital Phil health, sorts and file documents;
- c) Prepares deposit slips for LBP and other banks and transmittal for VSU Cebu Office;
- d) Provides information for BIR requirements (TIN application) and requirements for opening new Land Bank payroll account;
- e) Assists in validating clearances.

MARI ANGELA M. OPPURA

- f) Prepares Reports of Check Issued and Cancelled, Report of Advice to Debit Account Issued, Summary List of Check Issued, and retrieves lacking documents for General Fund;
- g) Assists in preparing Report of Collection, PACS, Checks and LDDAP;
- h) Stamps and binds paid documents for General Fund and STF for submission to office concerned;
- i) Posts globe/innove payment deposit slips and withholding tax certificates to globe online posting system;
- j) Performs other duties assigned by the Supervisor.