



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-

GRETCHEN MAE M PRADO, of legal age, Married, Filipino and with residence and postal address at Brgy. G. Modina, Zone 16, 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:

THAT the FIRST PARTY hereby contracts the services of the SECOND PARTY as **Laboratory Aide** to perform the functions and deliver the following outputs as follow:

1. Prepares specimen and other materials for laboratory classes (specific lab room and time and prepares reagents and chemical for laboratory classes,
2. Dispenses glass wares and equipment for laboratory classes and maintains laboratory instruments/equipment's check repair,
3. Conducts inventory of chemicals, glass wares and instruments/materials and keeps the instruments records and history,
4. Maintains the cleanliness and orderliness of laboratory room and stock rooms.
5. Assists students in using the instrument and secure laboratory permits,
6. Assists the department DDRC in ISO related matters or act as alternate DDRC,
7. Performs other functions as assigned by the supervisors and other office staff.

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.

THAT the SECOND PARTY shall abide by the rules and regulations of the FIRST PARTY and the terms and conditions as provided for in this service contract and performs the above-listed functions for a total 22 days per month at not less than eight (8) hours per day based on the work schedule as prescribed by the hiring department/office/center/unit;

THAT for and in consideration of the foregoing service, the FIRST PARTY binds itself to pay the SECOND PARTY in the amount of **Five Hundred Sixty-Eight Pesos and Seventy Centavos (P568.70)** per day inclusive of up to ten percent (10%) premium. The SECOND Party will be paid twice a month (*per quincena*) upon presentation of a certification of accomplishments and rendition of actual services issued by the FIRST PARTY or its duly authorized representative. The above payments will be charged to **UAF**.

THAT this contract shall take effect July 1, 2023 until December 31, 2023 and may be renewed only upon recommendation of the head of the unit/department/office, duly supported with a copy of an