



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-

KAREN V. SEDROME, ROSE ANN T. NUÑEZ, JUMARI A. BASLAN, and LALAINÉ MAY D. DY 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:

KAREN V. SEDROME

- a) Prepares and generates Reports of Check Issued and Cancelled for IGP and PCC fund;
- b) Stamps as "PAID" all paid documents under IGP and PCC fund and submit it to Accounting office and PCC Office;
- c) Encodes incoming vouchers and payrolls from Accounting, Finance and other offices;
- d) Reviews vouchers and payrolls as to completeness of signatures and original copies of supporting documents;
- e) Releases checks to payees;
- f) Prepares monthly report of unreleased and staled checks;
- g) Answers clients and inquiries related to the assigned task;
- h) Assists in preparing checks and PACS for Trust Fund, IGP and other funds.

ROSE ANN T. NUÑEZ

- i) 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;
- j) Assists in preparing Report of Collection, PACS, Checks and LDDAP;
- k) Stamps and binds paid documents for submission to office concerned;
- l) Scans and emails documents (deposit slip, vouchers, withholding tax, etc.) to supplier/other agencies;
- m) Posts globe/innove payment deposit slips and withholding tax certificates to globe online posting system;
- n) Performs other duties assigned by the Supervisor.