



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF AGRONOMY

DASS Building, Visayas State University
Visca, Baybay City, Leyte Philippines 6521-A
Phone: +63 565 0600 Local 1013
Email: agronomy@vsu.edu.ph
Website: www.vsu.edu.ph

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 under the Republic Act No. 9158 and renamed as Visayas State University by virtue of the 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-

FERIAN NICOLE A. BIDUA is of legal age, single, Filipino, and has a residence and postal address in **Brgy. Campetik, Palo, Leyte**, hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the **FIRST PARTY** needs persons who can provide administrative support services that 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 required;

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 **LABORATORY AIDE** to perform the following functions as follows:

1. Prepares specimens and other needed materials for students conducting their thesis and other research works of the department.
2. Prepares the equipment, glass wares, and chemical reagents for laboratory classes.
3. Facilitates the regular calibration of equipment and glassware to maintain their functionality.
4. Maintains the cleanliness of the laboratory equipment and instruments.
5. Facilitates and brings impaired equipment to the VSU Instrumentation facility for repair and maintenance.
6. Conducts regular inventory of chemicals and glass wares.
7. Keep track of records of the instruments and equipment in the laboratory for maintenance and functionality.
8. Maintains the cleanliness and orderliness of the laboratory rooms, laboratory sinks, and stockrooms of the department;
9. Performs other teaching, research, and extension functions that may be assigned and requested by the department's head and the faculty members.

THAT when the work demands travel, the **SECOND PARTY** shall be entitled to pay travel expenses (per diem and fare) when traveling on official business within the country subject to existing government accounting rules and regulations and pertinent VSU policies and rules governing official travel.

Ferian Nicole A. Bidua