



VISAYAS
STATE UNIVERSITY

OFFICE OF THE CASHIER

Visca, Baybay City, Leyte, PHILIPPINES
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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-

LALAINÉ MAY D. DY, of legal age, Single, Filipino and with residence and postal address at Centro San Isidro, 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** to perform the functions and deliver the following outputs as follows:

1. Generate weekly Report of Check Issued and Cancelled (for IGF only);
2. Review and encode necessary adjustments to ensure the correctness of the report;
3. Follow-up and get all the duly paid vouchers together with the Official Receipts (suppliers);
4. Coordinate with the requesting department/office to inform the payees of unclaimed checks;
5. Stamped "PAID" all the vouchers, payrolls and supporting documents;
6. Submit to the Accounting Office the RCIC together with the vouchers and payrolls with supporting documents;
7. Performs other duties assigned by the Supervisor.

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 a-listed functions for a total of 18 days per month at not less than 8 hours per day based on work schedule as prescribed by the hiring department/office/center/unit;