



## 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-

**JONALYN A. BULAWAN** of legal age, female, Filipino and residing at Brgy. Patag, Baybay City, Leyte hereinafter referred to as the **SECOND PARTY**;

### WITNESSETH:

WHEREAS, the **FIRST PARTY** is in need of person/s 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 Admin Aide to perform the functions and deliver the following outputs as follows:

1. Coordinates office and administrative activities particularly storing, retrieving and integrating information and maintain proper recording/filing of records;
2. Prepares and processes reimbursement of Laboratory supplies, Office Expenses and scholarship Tuition Fees;
3. Performs messengerial work in the absence of regular admin aide;
4. Maintain cleanliness and orderliness of the office and reception areas;
5. Perform other functions assigned by the department.

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 the pertinent VSU policies and rules governing official travel;

THAT, the **SECOND PARTY** shall abide 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 of Twenty (20) days per month at not less than 8 hours per day based on the work schedule as prescribed by the hiring department/office/center/units;

THAT for and consideration of the foregoing service, the **FIRST PARTY** binds itself to pay the **SECOND PARTY** in the amount of Six Hundred Three Pesos and Forty Centavos (Php603.40) per day inclusive of ten percent (10%) premium;

THAT, **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 payment will be charge to **GENERAL FUND**;

THAT, this contract shall take effect **April 17, 2023** until **June 30, 2023 (two and a half months)** and may be renewed only upon recommendation of the head of the unit/department/office, duly supported with a copy of an evaluation report as to the quality

*Lyman*

*Edgar*



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of services rendered and quality of the outputs delivered by the Job Order for the period were under contract of service by the university;

THAT, the effectivity of this contract of services shall be subject to availability of funds and shall be deemed automatically terminated should the source of funds where this contract is charged is already depleted;

**Confidentiality Clause:** The **SECOND PARTY** is required to turn-over the data materials, equipment and other things that come into hi/her possession because of his/her job, and preserve the confidentiality of any information regarding the University, faculty staff, and students. Any disclosure and divulgement of confidential information (including personal information kept on computer or other media, research, technologies and manuals) made unlawfully outside the proper course of duty will be grounds for dismissal without prejudice to filing appropriate case in Court. The confidentiality clause will still apply even if the **SECOND PARTY** is no longer connected with VSU unless the University gives its express consent;

This contract of service may also be terminated by the First Party before the end of the stipulated term when the services is no longer needed or whenever the Second Party violates rules and regulations of the University or for unsatisfactory performance of the task assigned;

IN WITNESS THEREOF, the parties have hereto set their hands this \_\_\_\_\_ day of \_\_\_\_\_ at Baybay City, Leyte , Philippines.


VISAYAS STATE UNIVERSITY  
Baybay City

By:

DR. EDGARDO E. TULIN  
(First Party)

  
JONALYN A. BULAWAN  
(Second Party)

Signed in the presence of:

  
ELIZABETH S. QUEVEDO  
Head, DoPAC

ALICIA M. FLORES  
OIC Head, Budget Office

MIRIAM M. MORATA  
OIC Head, OHRSPPR

PROVINCE OF LEYTE)  
REPUBLIC OF THE PHILIPPINES) S.S.  
MUNICIPALITY OF BAYBAY)

BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, personally appeared Dr. Edgardo E. Tulin with valid w/ valid VSU ID No. V000522 and Jonalyn A. Bulawan with Res. Cert #18939573 dtd 2/15/23 issued @ Baybay City known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed.

This instrument consisting of two pages including this acknowledgement has been signed by the parties and their witnesses and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on the date and place first above written.

\_\_\_\_\_  
Notary Public

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_