



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-

HEHERSON A. LUZA, of legal age, Single, Filipino and with residence and postal address at Brgy. Santa Cruz, 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 **Science Research Assistant (SRA)** to perform the functions and deliver the following outputs as follows:

1. Work side-by-side with the project leader and will take charge in the daily activities of the research project.
2. File purchase requests of materials needed for the project.
3. Travel to collaborating agencies of the project for sample collection and related activities.
4. Conduct laboratory works associated with the research.
5. Document laboratory results, and consolidate data required for statistical analysis
6. Maintain proper records of all transactions associated with the research project.
7. Draft timely reports for the submission to the University and funding agency.
8. Assist in statistical analyses and drafting manuscripts for journal publication.
9. Perform other tasks as assigned by the Project Leader.

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 of 22 days per month at not less than 8 hours per day based on the work