



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. PROSE IVY G. YEPES**, hereinafter referred to as the **FIRST PARTY**;

-and-

GRETCHEN MAE M. PRADO, of Legal Age, Single, Filipino and with residence and postal address at **Brgy. G. Modina, Zone 16, 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 contract the services of the **SECOND PARTY** as **LABORATORY TECHNICIAN** to perform the following functions as follows:

1. Prepares specimen and other needed materials for students conducting their thesis and other research works of the department.
2. Prepares the equipment, glass wares, chemical reagents for laboratory classes.
3. Facilitates the regular calibration of equipment and glasswares to maintain their functionality.
4. Maintains the cleanliness of the equipment and instruments in the laboratory.
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 maybe assigned and requested by the head and the faculty members in 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 traveling on official business within the country subject to existing government accounting rules and regulations and to pertinent VSU policies and rules governing official travel.