



CONTRACT FOR TEACHING SERVICES
(Job Order Status)

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into by and between:

The **VISAYAS STATE UNIVERSITY (VSU)**, 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. 9473, with principal office at Baybay City, Leyte, duly represented by its President, **DR. EDGARDO E. TULIN**, hereinafter referred to as the **FIRST PARTY**;

-and-

RAYMOND R. OCARES of legal age, male, Filipino and residing at Brgy. Cambalading, Albueria, Leyte, hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the **FIRST PARTY** is in need of one with the desired expertise who will teach subjects Chem 132.2; Chem132.3; Chem 2.1; Chem 120.1; Chem 140.1; ScTs11c at the Department of Pure and Applied Chemistry, VSU, Baybay, Leyte during the 1st Semester, SY 2022-2023 at P156.00 per hour for BS degree/ P207.70 per hour for MS degree/ P308.44 per hour for PhD degree of actual teaching service, the total amount received for one month should not exceed the monthly salary of an equivalent regular position of Instructor I, plus preparation pay per subject of not more than four (4) different courses/subjects for lecture and laboratory;

WHEREAS, the **SECOND PARTY** possesses the needed expertise to undertake the aforementioned job and is willing to be paid on a per hour basis;

Now, THEREFORE, premises considered, the parties hereto have hereby agreed as they have agreed under the terms and conditions, as follows:

THAT the **SECOND PARTY** hereby undertakes the aforementioned job under the direct supervision of the **FIRST PARTY** or duly authorized representative, particularly to perform the teaching services of the courses assigned to her/him during the 1st Semester SY 2022-2023 but not limited to the following:

1. Conduct classes as scheduled.
2. Introduce various strategies to enhance the learnings of his/her students.
3. Apply/conduct applicable modes of assessment of the learnings gained by his/her students from his/her classes i.e. examination (mid/final/long hours/quizzes), maintain class records, correct and return these assessment/test papers to students.
4. Perform other tasks assigned by the Department Head and the College Dean to facilitate the effective delivery of teaching functions.
5. Attend to student queries even outside class schedule.
6. Submit grades and turn over class records to the Department Head or to a designated faculty member two weeks after the final examination. In case of INC grades, thoroughly orient the faculty accepting the academic responsibility as to when and how the students can complete their grades.
7. Pass clearance after the end of the contract.

THAT the hourly pay remunerated to the **SECOND PARTY** covers the above-mentioned activities, and shall be computed based on the following:

1. The total number of hours to be paid per semester shall not exceed the maximum contact hours of
 - a. her/his teaching load for the 1st semester of SY 2022-2023 plus the number of hours spent in participating in the Faculty Onboarding on September 5-8, 2022 and Orientation of Newly-Hired Faculty on September 8-9, 2022, as certified by the University Registrar and Director of Instruction and Evaluation, respectively. Proof of attendance to the above activities shall be attached.
 - b. Monthly payment shall be supported with the Daily Time Record (DTR) and accomplishment report of the performance by the SECOND PARTY certified by the Department Head of all the mandated teaching jobs. This applies to both conduct of face-to-face and on-line classes.
 - c. Last month's salary shall likewise be supported with a certification from the Department Head that the SECOND PARTY complied with his/her teaching functions in the preceding paragraph, sub. par. 6 to 7 re: submission of grades, class records and clearance to the Department Head.
 - d. Preparation pay to be released at the last month of the semester. The computation for the preparation pay will be as follows:

For lecture subjects:

Preparation pay = number of class preparations x .33 x rate per subject/semester

For laboratory subjects:

Preparation pay = number of class preparations x .11 x rate per subject/semester

THAT the SECOND PARTY is required to attend/participate orientation and various webinars and teaching activities conducted/spearheaded by the university to improve their teaching competencies.

THAT in the event the SECOND PARTY pre-terminates this contract without reasonable cause he shall be made to pay a penalty of Fifty Thousand Pesos (P50,000.00) without prejudice to filing a case against him for breach of contract.

THAT the SECOND PARTY is required to turn-over all class records, data, learning materials, equipment, and other things that come into his/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 of 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.

THAT the SECOND PARTY should also adhere to existing rules and regulations of the University.

THAT this agreement will not in any manner result to any employer-employee relationship between the parties.

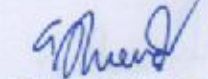
IN WITNESS WHEREOF, we have hereunto affixed our signatures this ____ day of _____, 202__, at Baybay City, Leyte, Philippines.

By:

EDGARDO E. TULIN
University President
(First Party)

RAYMOND R. OCARES
(Second Party)

Signed in the presence of:



ELIZABETH S. QUEVEDO
Dept. Head

ALICIA M. FLORES
Head, Budget Office

HONEY SOFIA V. COLIS
OIC Director, ODHRM

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 ID No. V0000522 and Raymond R. Ocares with valid ID No. _____ 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 acknowledgment 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 _____



MEDICAL CERTIFICATE
(For Employment)

INSTRUCTIONS

- a. This medical certificate should be accomplished by a licensed government physician.
b. Attach this certificate to original appointment, transfer and reemployment.
c. The results of the following pre-employment medical/physical/psychological must be attached to this form:

- ☒ Blood Test
☒ Urinalysis
☒ Chest X-Ray
☒ Drug Test
☐ Psychological Test
☐ Neuro-Psychiatric Examination (if applicable)

FOR THE PROPOSED APPOINTEE


NAME (Last Name, First Name, Name Extension (if any) and Middle Name) OCARES, RAYMUND REVILLOZA			AGENCY / ADDRESS DOPAC
ADDRESS BRGY. PANGASIGAN BAMBAY CITY LETE			
AGE 21 y.o	SEX MALE	CIVIL STATUS SINGLE	PROPOSED POSITION PARTIME INSTRUCTOR

FOR THE LICENSED GOVERNMENT PHYSICIAN

<i>I hereby certify that I have reviewed and evaluated the attached examination results, personally examined the above named individual and found him/her to be physically and medically <input checked="" type="checkbox"/> FIT / <input type="checkbox"/> UNFIT for employment.</i>			
SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PHYSICIAN: MIVA ANNAL S. GUNN		OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE	
AGENCY/Affiliation of Licensed Government Physician:			
LICENSE NO.	HEIGHT (M) Bare Foot 161.8cms.	WEIGHT (KG) Striped 55 kgs.	BLOOD TYPE
OFFICIAL DESIGNATION	DATE EXAMINED 9-5-21		

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE


TCD201909359224



TIN:
614-247-256-00000


Name:
OCARES, RAYMOND REVILLOZA

Address:
CANGALADING 6542 ALBUERA LEYTE PHILIPPINES


 SIGNATURE

Birth Date:
01-NOV-2000

TIN Issuance Date:
08-SEP-2022

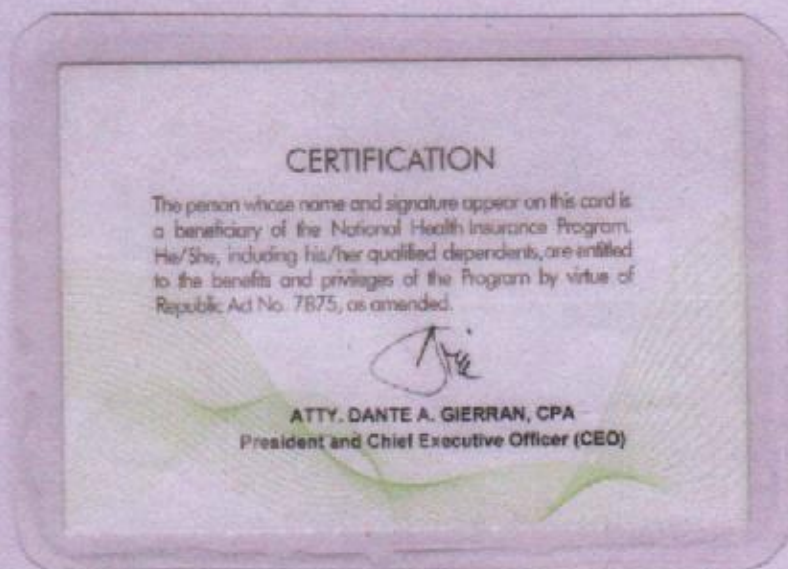


CR 201-2295540

www.bir.gov.ph
contact_us@bir.gov.ph
981-7000

- This card bears your permanent Taxpayer Identification Number (TIN).
- Always indicate your TIN in all returns/documents filed with the BIR.
- Issuance of TIN Card for the first time shall be free of charge. However, in case of subsequent issuance upon taxpayer's request due to loss or damage, a P100.00 fee shall be collected to cover cost of reprinting.
- Report immediately to your Revenue District Officer, the loss of this card and change of name or address.
- Any person who secures and/or uses more than one TIN shall be criminally liable and shall be punishable by fine and imprisonment.

BIR Form No. 1931 January 2019 (ENC5)



RAYMOND R. OCARES

Cambalading, Albuera, Leyte 6542

09483806178

ocaresraymond@gmail.com

August 14, 2022

ELIZABETH S. QUEVEDO

Head, DoPAC

Visayas State University – Main Campus

Visca, VSU, Pangasugan, Baybay City, Leyte


DEAR DR. QUEVEDO:

Good day! I am Raymond Ocares, a BS Chemistry graduate from Visayas State University. I came across VSU HRIS' job posting at jobs.vsu.edu.ph and I am writing to express my genuine interest in applying as a part-time instructor at the Department of Pure and Applied Chemistry as my characteristics may align with the core and functional competencies that you seek. I assure to be a valuable addition to the department by upholding the Visayas State University's standards, policies, and commitment to relevance, integrity, truth, and excellence.

I am an aspiring part-time instructor who underwent through a well-balanced program of study in Chemistry wherein I learned the necessary background. Although I am a fresh graduate, I am more than ready to learn and commit to a part-time instructor's duties. I can also adapt and learn to apply various educational and psychological models to facilitate an effective, innovative, and learner-centered class environment. I can also observe integrity and professionalism. I can also exercise proper schedules, and follow attendance and punctuality policies. My Chemistry background is not only technical in nature, but also holistic as it has aided me to develop satisfactory communication skills, think outside-the-box, as well as exercise leadership and team-building qualities. I am also sensitive and accepting of the differences among people especially in terms of, but not limited to, race, gender, and religion. Aside from those, I read books and write literary pieces in my free time, which help me organize and document my thoughts and express my ideas creatively, and thus, can possibly be of help in making a class discussion well-organized and effective.

I would appreciate an opportunity to have an interview with the Department of Pure and Applied Chemistry for the part-time instructor position to further discuss how my background may meet your needs. I have also submitted my resume for your further review. I genuinely look forward to hearing from the DoPAC soon. Thank you for taking the time to read and review my application letter.

Sincerely yours,


Raymond R. Ocares

RAYMOND OCARES

ocaresraymond@gmail.com | 09483806178
040 Cambalading, Albueria, Leyte 6542



SUMMARY

Diligent, organized, and integrity-driven. I am a fresh BS Chemistry graduate who aspires to be a part-time instructor. I aim to teach in a learning environment focused on the learners' needs by learning to employ appropriate educational models for effective chemistry teaching. I possess adequate communication skills. I also exhibit sensitivity towards differences such as in gender, religion, race, culture, etc.

EDUCATIONAL BACKGROUND

- | | |
|-----------|---|
| 2018-2022 | Bachelor of Science in Chemistry
DOST-SEI Merit Scholar
Visayas State University, Baybay City, Leyte |
| 2016-2018 | Science, Technology, Engineering & Mathematics (SHS)
Western Leyte College of Ormoc City, Inc. |

KEY EXPERIENCES

- | | |
|---------------------|--|
| Intern | Ormoc Doctors' Hospital (January 2018 – March 2018)
<i>As part of our immersion, I assisted medical technologists in various laboratory tests & nurses in patient care; and also managed important phone calls from clients and doctors from related hospitals.</i> |
| President | WLC STEM Organization (2017-2018)
<i>Responsible for conceptualization, detailed planning, and coordination of month-long science-related activities.</i> |
| Chief Editor | Le Corbeau & The Clockwork (2016-2018)
<i>Responsible for collection and publication of relevant information in English during important institutional events.</i> |

SKILLS

Computer – Related Skills: Microsoft Office (Word/Excel/Powerpoint/Publisher)

Language Skills: Able to communicate effectively in English, Filipino, and Sinugbuanong Binisaya.

REFERENCES

CANDELARIO L. CALIBO, PhD
Professor, VSU (retired)
09999906169

ELTON JHON MERIDOR
WLC SHS Chemistry Teacher
09774827390

Visayas State University

MAIN CAMPUS

Alabuhay!

Greetings!

Ipinabatid sa lahat na ang *Lupon ng mga Bohante at sa rekomendasyon ng*
Be it known to all that the Board of Regents and upon the recommendation of
Akademikong Konseho ng Unibersidad ay nagpaand kay
the University Academic Council has conferred upon

Raymond R. Ocares

Magna Cum Laude
ng titulong
the degree of

Bachelor of Science in Chemistry

kalakip ang mga karapatan at pribilehiyong kaugnay nito.
with all the rights and privileges appertaining thereto.

Nilang pagpapaturang, nakatatag dito ang sagisag ng Unibersidad

In testimony whereof, the seal of the University

at ang mga lagda ng Pangulo at ng Kalihim ng Unibersidad.
and the signatures of the President and the Secretary of the University are affixed hereunto.

Ipinagkaloob sa VPW, Visca, Lungsod ng Baybay, Leyte, Pilipinas ngayong ikalabindalawang araw
Given at VSU, Visca, City of Baybay, Leyte, Philippines this 12th day

ng Agosto sa taon ng ating Panginoon, Dalawang Pito at Dalawampung Dalawa.
of August in the year of our Lord, Two Thousand and Twenty-two.



GUINALDO C. FERNANDEZ, JR.
Secretary of the University

Edgardo E. Tulin
EDGARDO E. TULIN
President of the VSU System

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1 CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	OCARES		
FIRST NAME	RAYMOND		NAME EXTENSION (JR., SR.)
MIDDLE NAME	REVILLOZA		
3. DATE OF BIRTH (mm/dd/yyyy)	11/01/2000	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	ORMOC CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A N/A House/Block/Lot No. Street N/A CAMBALADING Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province
7. HEIGHT (m)	1.60	ZIP CODE	
8. WEIGHT (kg)	50		
9. BLOOD TYPE	O+		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A	18. PERMANENT ADDRESS	N/A N/A House/Block/Lot No. Street N/A CAMBALADING Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province
12. PHILHEALTH NO.	132502818515		ZIP CODE
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	09483806178
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	ocaresraymond@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and let all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR.)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	OCARES			
FIRST NAME	MARCELINO	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	DAÑAS			
25. MOTHER'S MAIDEN NAME				
SURNAME	REVILLOZA			
FIRST NAME	RICHELLE			
MIDDLE NAME	DIANO		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	SEGUINON ELEMENTARY SCHOOL		06/01/2006	05/01/2012		2012	VALEDICTORIAN
SECONDARY	WESTERN LEYTE COLLEGE OF ORMOC, INC.		06/01/2012	04/05/2018		2018	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN CHEMISTRY	08/01/2018	08/14/2022		2022	MAGNA CUM LAUDE

Chief of Bureau or Chief of Office or to a person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,

a. within the third degree?

b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES ☒ NO

☐ YES ☒ NO

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?

☐ YES ☒ NO

If YES, give details:

b. Have you been criminally charged before any court?

☐ YES ☒ NO

If YES, give details:

Date Filed: _____

Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES ☒ NO

If YES, give details:

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?

☐ YES ☒ NO

If YES, give details:

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

☐ YES ☒ NO

If YES, give details:

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?

☐ YES ☒ NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES ☒ NO

If YES, give details (country): _____

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group?

☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability?

☐ YES ☒ NO

If YES, please specify ID No: _____

c. Are you a solo parent?

☐ YES ☒ NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant/Appointee)

NAME	ADDRESS	TEL. NO.
CANDELARIO L. CALIBO	DUMAGUETE CITY	
ELTON JHON MERIDOR	ORMOC CITY	



42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal cases against me.

Government issued ID (i.e. Passport, OSS, BSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government issued ID:

ID/License/Passport No:

Date/Place of Issuance:

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath