



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 the Republic Act No. 9158 and renamed as Visayas State University by 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-

CLEO EMERSON G. AMOTO is of legal age, single, Filipino, and has a residence and postal address in **Brgy. San Agustin, Baybay City, Leyte**, hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the **FIRST PARTY** needs persons who can provide administrative support services that 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 **LABORER** to perform the following functions as follows:

1. To facilitate land preparation and other cultural management practices.
2. Assist the SRA during the set-up of the experiment and data gatherings.
3. Perform other functions related to the assigned research undertakings.

THAT when the work demands 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.

THAT for and in consideration of the foregoing service, the **FIRST PARTY** binds itself to pay the **SECOND PARTY** in the amount of **FIVE HUNDRED SIXTY-ONE & EIGHTY CENTS (₱ 561.80)** per day inclusive of premium at not less than 8 hours per day based on the work schedule as prescribed by the hiring department/office/center/unit;

The **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 payments will be charged to **GAA.CAFS-DOA.1023-1025.01**;

THAT this contract shall take effect from **January 01, 2025**, until **June 30, 2025**, and may be renewed only upon recommendation of the head of the unit/department/office, duly supported