



**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-

**MILESA C. MARSADO**, of legal age, Single, Filipino and with residence and postal address at Brgy. Gabas, 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:

THAT the **FIRST PARTY** hereby contracts the services of the **SECOND PARTY** as **Clerk/dDRC** to perform the functions and deliver the following outputs as follow:

1. Attends to inquiry and provides the services requested by client's ( students/farmers and visitors),
2. Prepares all financial and personnel documents (e.g. Reimbursement, liquidation, cash advance, DTR printing, vouchers, payroll, travel documents, etc.),
3. Prepares the department projected and actual teaching load, individual faculty workload and classroom utilization,
4. Reminds and provides clerical support in preparing the department OPCR and the individual IPCRs of faculty and supporting documents
5. Coordinates office and administrative activities particularly storing, retrieving and integrating information/files,
6. Disseminates notices of department and university initiated meetings and seminars,
7. Receives and relays IP messages and telephone calls to concerned faculty and staff,
8. Performs messengerial work in times the assigned individual is not available,
9. Maintains the record filing system of the office,
10. Facilitates the printing of grade sheets, reports and exam of faculty members.
11. Receives and records incoming and outgoing documents for the department,
12. Act as the department DDRC and other matters related to ISO,
13. Performs other functions as assigned by the department head.

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.