



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-

KAREN O. PAÑA, of legal age, Single, Filipino and with residence and postal address at **BRGY. KAMBONGGAN, 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 **SECOND PARTY** shall perform the functions and deliver the following outputs as follows:

The **FIRST PARTY** hereby contracts the services of the **SECOND PARTY** as Science Research Assistant to perform the functions and deliver the following outputs as follows:

1. Prepare survey questionnaires for the study titled "Study 1: Assessing Households' Participation in Nature-based Solutions as Climate Adaptation and Mitigation Strategy" under the project titled Exploring Nature-based Solutions and Circulatories in Household Practices and Consumption to Achieve Net Zero Carbon Emissions in Eastern Visayas (ENHANCE);
2. Coordinate with the Project Leader, Project Staff, Stakeholders and Project-beneficiaries for effective implementation of the research project;
3. Facilitate data collection both primary and secondary data;
4. Analyze the data collected by the project;
5. Assist in the preparation of project report, articles and other deliverables as required in the work plan of the project; and
6. Perform other functions relevant to the research project.

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.