



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-

Mr. REMY R. LEBANTE (Single), **Mr. CORNELIO D. SOLIS** (Married), **Mr. CERIACO A. BARCOS**, (Single), **Mr. NICANOR R. VICENTE** (Married), of legal age, Filipino and with residence and postal address at 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 contracts the services of the **SECOND PARTY** Laboratory Custodian/Laborer to perform the functions and deliver the following outputs as follows:

Mr. REMY R. LEBANTE:

1. Keeps and maintains laboratory materials and equipment;
2. Prepares and install audio-visual equipment for classes, meetings, other functions in the college;
3. Maintains office equipment;
4. Issues, prepares materials and equipment for instruction and research use;
5. Cleans and maintains dry laboratory, equipment room, storage room, and Training Room;
6. Checks and receives delivered materials and equipment;

Mr. CORNELIO D. SOLIS:

1. Assist in the conduct of field inventory to standing trees and bamboo clumps;
2. Assist routinely foot patrol to control and apprehend forest violators inside VSU reservation;
3. Perform carpentry works;
4. Help maintain the CFES Complex;
5. Do other work as assigned and requested by the college dean/department head, faculty, staff and students.