



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF ANIMAL
Visca, Baybay City, Leyte, Philippines
IP Phone: 1017
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CONTRACT OF SERVICES 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-

MARY JOY B. BANGCORE and **REINALYN P. GUMBA** of legal age, single, Filipino and with residence and postal address at Brgy. Maypatag and Patag, 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 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 **DAS AACCUP Data Encoder** to perform the functions and deliver the following outputs as follows:

- Takes charge in the gathering of supporting documents and encoding of data for all Areas in preparation for the Re-accreditation of the AACCUP Level IV in Master of Science (Animal Science) and MAg Dev;
- Assist in the preparation of the Program Performance Profile (PPPs), supporting documents and compliance reports;
- Do other related jobs 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 government accounting rules and regulations and to pertinent VSU policies and rules and governing official travel.

THAT the **SECOND PARTY** shall abide by the rules and regulations of the **FIRST PARTY** and the terms and conditions provided for in this service contract and performs the above-listed functions for a total of 15 days per month and not less than eight (8) hours per day based on the work schedule as prescribed by the hiring department/office/center/unit;

THAT for and in consideration of the foregoing service, the **FIRST PARTY** binds itself to pay the **SECOND PARTY** in the amount of _____