## CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER

## KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered 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. 9437, with principal office at Baybay City, Leyte, duly represented by its President DR. EDGARDO E. TULIN, hereinafter referred to as the FIRST PARTY;

-and

REYNALDO F. SACRO, of legal age, Married, Filipino and with residence and postal address at E. Jacinto St., Poblacion Zone 23, City of Baybay, Leyte hereinafter referred to as the SECOND PARTY;

## WITNESSETH: Hiw Inemeeted and TAHT

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 as <u>Clerk/dDRC</u> to perform the functions and deliver the following outputs as follows:

- Coordinates office and administrative activities particularly storing, retrieving, and integrating information.
- b. Disseminates Department meetings and seminars.
- Receives and relays IP messages and telephone calls for faculty and staff.
- d. Maintains and records the filing system of the office.
- e. Maintains cleanliness and orderliness of the office and reception area.
- f. Perform other activities 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 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 the SECOND PARTY shall abide by the rules and regulations of the FIRST PARTY and the terms and conditions as provided for in this service contract and performs the above-listed functions for a total of <u>22</u> days per month at not less than 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 <u>Six Hundred-Three and Forty Centavos (P603.40)</u> per day inclusive of ten percent (10%) premium.

THAT 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



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THAT this contract shall take effect October 17, 2023 until December 31, 2023 and may be renewed only upon recommendation of the head of the unit/department/office, duly supported with a copy of an evaluation report as to the quality of services rendered and quantity of the outputs delivered by the Job Order Worker for the period they were under contract of service by the university.

Confidentiality Clause: The SECOND PARTY is required to turn-over the data materials, equipment, and other things that come into his/her possession because of his/her job, and preserve the confidentiality of any information regarding the University, faculty, staff, and students. Any disclosure and divulgement of confidential information (including personal information kept on computer or other media, research, technologies and manuals) made unlawfully outside the proper course of duty will be grounds for dismissal without prejudice to filing of appropriate case in Court. The confidentiality clause will still apply even if the SECOND PARTY is no longer connected with VSU unless the University gives its express consent.

THAT this contract of service may also be terminated by the FIRST PARTY before the end of the stipulated term when the services is no longer needed or whenever the SECOND PARTY violates rules and regulations of the university or for unsatisfactory performance of the task assigned.

THAT this agreement will not in any manner result to any employer-employee relationship between the parties.

IN WITNESS THEREOF, the parties have hereto set their hands this 2023 at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY **Baybay City** 

By:

**EDGARDO E. TULIN** 

President (First Party)

Signed in the presence of:

JOEL Q. MABALHIN

Head, DTE

REYNALDO F. SACRO

(Second Party)

2. ALICIA M. FLORES

Head, Budget Office (for GAA & STF)

3. JENNIFER E. ANDO

Head, RSPPRO

REPUBLIC OF THE PHILIPPINES )

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CITY OF BAYBAY

of travel expenses (per diem and fare) when travelling on offi

and Mr. Reynaldo F. Sacro with valid ID No. 2897-1390-1734-8754, known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their voluntary act and deed, as well as the parties hereto.

Perform other activities assigned by the Department He

WITNESS MY HAND AND SEAL on the date and place first above given.

ATTY. EDEN B. CHAVEZ-BUTAWAN

Notary Public for the ProNotary Publicity of Bay

Notarial Commission No. 8-22-06-06

Until December 31/2023

PTR No. BC0113706 PTR No. BC0113766 steed to Jun 3, 2023 IBP No. O. R. No. 0572 1 1 2 2 3 4 1 2 2 2023

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Attorney's P. TIN No. 207-628-029

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