



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. 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-

**GIEBERT L. MONTAJES**, of legal age, married, Filipino and with residence and postal address at Zone-1, Alajas St. Corazon Village, Brgy. Caridad, Baybay City, Leyte, Philippines, herein after 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 contract the services of the **SECOND PARTY** as **Clerk** to perform the following functions as follows:

1. Files appointments, contracts, PDS, PDF, NOSA and other 201 documents of academic staff (faculty members with temporary status & Part-time Instructors ) to its respective folders;
2. Updates 201 files of academic staff based on the CSC checklist;
3. Receives/sorts/encodes mails received from different offices, affixes requirement stamps & arranges alphabetically for recording/reference purposes;
4. Prepares monthly report of stamps accountability including replenishment vouchers of stamps and purchases of stamps for monthly consumption;
5. Records all mails received from post office before these are delivered to the office/staff concerned;
6. Assists in the conduct of records inventory and appraisal of records and the actual disposal of valueless record;
7. Prepares monthly FOI Inventory report; and
8. Performs other functions that may be assigned from time to time

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 Twenty (20) 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 **SIX HUNDRED THREE PESOS & FORTY CENTAVOS (P603.40)** per day inclusive of 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 it's duly authorized representative. The above payments will be charged to **Special Trust Fund**; *m*

THAT this contract shall take effect **July 1, 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.

THAT the effectivity of this contract of services shall be subject to availability of funds and shall be deemed automatically terminated should the source of funds where this contract is charged is already depleted.

**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 25 JUL 2023 at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY  
Baybay City

By:

*[Signature]*  
**EDGARDO E. TULIN**  
President  
(First Party)

*[Signature]*  
**GIEBERT L. MONTAJES**  
(Second Party)

Signed in the presence of:

*[Signature]*  
**MARIA ROBERTA S. MIRAFLOR**  
Head, RAO

*[Signature]*  
**ALICIA M. FLORES**  
Head, Budget Office

*[Signature]*  
**MIRIAM M. DELA TORRE**  
OIC Head, RSPPRO

REPUBLIC OF THE PHILIPPINES)  
PROVINCE OF LEYTE ) S.S.  
CITY OF BAYBAY )

BEFORE ME, a Notary Public for and in the City of Baybay, Leyte, Philippines, this 25 JUL 2023, personally appeared Dr. Edgardo E. Tulin with VSU ID no. V000522 and Mr. Giebert L. Montajes with TIN ID No. 341-196-156-000, known to me to be the same persons who executed the foregoing contract and they acknowledged to me that the same is their voluntary act and deed, as well as the parties hereto.

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

ATTY. RYDAN G. GUINOCOR

Notary Public

Notary Public, December 31, 2023

PTR No. 0122334 Baybay, Leyte- 1/23/202

IEP No. 283100- Tacloban City- 1/18/202

Roll of Attorneys No. 57467

MCLE No. 111-0022195- 04/14/2023

Vicosa, Baybay City, Leyte

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Page no. 126  
Book No. XII  
Series of 7022

Vision:  
Mission:

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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FM-LEG-03  
v1 06-10-2020

No. 2023-03





# **EDIBLE OILS PHILIPPINES INC.**

BO. SAN LUIS, GINGOOG CITY, MISAMIS ORIENTAL  
9014, PHILIPPINES

## **CERTIFICATE OF EMPLOYMENT**

To Whom IT May Concern:

This is to certify that **Mr. Giebert L. Montajes**, a resident of Zone1 Brangay Caridad, Baybay City, Leyte was a regular employee of **WILMAR EDIBLE OILS PHILIPPINES, INC.** as Organic Field Inspector with office address at National Highway, Bo. San Luis, Gingoog City, Misamis Oriental from December 19, 2018 until June 23, 2023.

This certification is being issued upon his request for whatever purpose this may serve him best.

Issued this 17<sup>th</sup> day of June 2023.

A handwritten signature in black ink, appearing to read 'a. aisa', is written over a faint, circular official stamp.

**Alfon M. Aisa**  
HR In-Charge



Republic of the Philippines  
PROVINCE OF LEYTE  
CITY OF BAYBAY

**HUMAN RESOURCE MANAGEMENT OFFICE**

2<sup>nd</sup> Floor, City Hall, R. Magsaysay Avenue, Zone 10, Baybay City, Leyte  
Email Address: [bhrmopesc@yahoo.com](mailto:bhrmopesc@yahoo.com)

Mr. Marianito E. Gorgonio  
Human Resource Management Officer

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**CERTIFICATE OF EMPLOYMENT**

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that according to the records extant from this office, **MR. GIEBERT L. MONTAJES** was a Job Order Worker from July, 2015 to July 2017 assigned at the Human Resource Management Office of this city.

This is to certify further that he has no pending administrative/criminal case filed against him by any person whomsoever.

This certification is issued upon the request of the aforementioned name for whatever legal purpose it may serve him best.

Issued this 11<sup>th</sup> day of January 2023 at the City of Baybay, Leyte, Philippines.

  
**MARIANITO E. GORGONIO**  
HRMO