



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. PROSE IVY G. YEPES**, hereinafter referred to as the **FIRST PARTY**;

-and-

GILLY MAE S. ESCASINAS, of Legal Age, Single, Filipino and with residence and postal address at **Brgy. Maslug, 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 contract the services of the **SECOND PARTY** as **ADMINISTRATIVE AIDE III** to perform the following functions as follows:

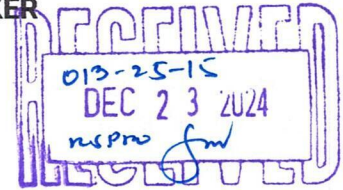
1. Preparation of TES/TDP billing statements for submission to CHED-UniFAST.
2. Facilitate releasing of TES/TDP grants to the beneficiaries.
3. Preparation of documents needed for the liquidation of TES/TDP for submission to CHED-UniFAST.
4. Assist in the preparation of Tuition and Other School Fees billing statements for submission to DBM.
5. Perform other task related to CHED-UniFAST transactions.
6. Performs other functions as assigned by the Free Higher Education (FHE) Focal Person and Supervisor.

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 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 & FORTY CENTS (P603.40)** per day inclusive of premium at not less than 8 hours per day based on the work schedule as prescribed by the hiring department/office/center/unit;

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 **TES Admin Cost and/or Admin Cost 20201050-6**;

THAT this contract shall take effect **January 1, 2025**, until **June 30, 2025**, and may be renewed only upon recommendation of the head of the unit/department/office, duly supported with



JENNIFER E. ANDO
Head, RSPRO

NICK FREDDY R. BELLO
Head, Accounting Office

GILLY MAE S. ESCASINAS
2nd Party

PROSE IVY G. YEPES
PRESIDENT (1st PARTY)

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 in any employer-employee relationship between the parties.

IN WITNESS THEREOF, the parties have hereto set their hands this 09 JAN 2025 at Baybay City, Leyte, Philippines.


VISAYAS STATE UNIVERSITY
Baybay City


By:


PROSE IVY G. YEPES
President
(FIRST PARTY)


GILLY MAE S. ESCASINAS
(SECOND PARTY)

Signed in the presence of:


NICK FREDDY R. BELLO
Head, Accounting Office

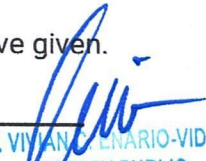

JENNIFER E. ANDO
Head, RSPPRO

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 09 JAN 2025, personally appeared **DR. PROSE IVY G. YEPES** with **VSU ID no. V002163** and **GILLY MAE S. ESCASINAS** with **Residential ID No. 83708048-357-1475**, are 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.

Notary Public



NOTARY PUBLIC
ROLL NO. 62930

NC NO. B-73-12-06 UNTIL DECEMBER 31, 2025
PTR NO. BC 0326352, 1/2/25, BAYBAY CITY, LEYTE
IBP NO. 495374, 1/2/25, LEYTE
MCLE COMPLIANCE NO. VIII-0014132

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