



**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 OIC President **DR. DANIEL LESLIE S. TAN**, hereinafter referred to as the **FIRST PARTY**;

-and-

**RAIZEL M. PIAMONTE (Married), JOANA LIN C. SY (Married) CARLOS M. VEGA (Single) and MARK LOUIS L. GARCES (Single)** of legal age, Filipino and with residence and postal address at Brgy. Pangasugan, Baybay City, Leyte, Brgy. Guadalupe Baybay City, Leyte, Brgy. Marcos, Baybay City, Leyte and Brgy. Matapay Hilongos, 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 **Clerk** to perform the functions and deliver the following outputs as follows:

**RAIZEL M. PIAMONTE**

1. Receiving and releasing of documents.
2. Tracking of incoming and outgoing documents.
3. In-charge of returned and replacement items to suppliers and end-users.
4. Provides of administrative support to ensure continuity of office operations i.e processing of cash advance, travels/liquidation/replenishment reports, vouchers and other office related reports.
5. Copies, sorts, indexes, files documents/ communications and other related office activities.
6. Take minutes of meetings and dictations.
7. Assist the dDRC in the office management and organization procedures.
8. Assist in the conduct physical inventory of all property and equipment of VSU.
9. Files copies of PAR/ICS
10. Prepares appointment/contract of all SPO Job Order workers.
11. Check all items/equipments with the warehouse in-charge before delivery.
12. Act as the Alternate Deputy Document Records Controller for SPO (AdDRC).
13. Does other duties assigned by the immediate supervisor.

**CARLOS M. VEGA**

1. Receives delivery receipts/invoice and prepare request for inspection.
2. Forward the Inspection and Acceptance Report to the Commission On Audit office-VSU



3. (COA-VSU) and to the designated inspector.
4. Record and follow-up IAR forwarded to COA and inspector and file IAR copy signed by the inspector.
5. Record IAR for signature by the Head of SPO and end-user then forward to PAR/ICS section.
6. Driving of VSU vehicle for delivery of supplies.
7. Forward IAR/ DRs/invoice to procurement office for voucher.
8. Assist in loading and unloading of supplies/materials/equipment received for storage and for delivery to different departments/centers/offices/units of the university.
9. Assist in the conduct of physical inventory of all property and equipment of VSU.
10. Does other duties as maybe assigned from time to time.

#### JOANA LIN C. SY

1. Manage and supervise the overall operation of the three (3) warehouses of SPO and the fuel station.
2. Encode all delivery receipts of PPEs received from suppliers.
3. Encode requisition issuance slip (RIS)/ withdrawals for report of supplies and materials issued (RSMI).
4. Records and updates on bin cards and Stock cards for SME's.
5. Prepares a daily Issuance Record (DIR) and a monthly report of Issued petroleum, oil and lubricants.
6. Prepare a Statement of Account, Requisition and Issue Slip (RIS), Voucher and other documents for billing issued petroleum products.
7. Prepare vouchers and other supporting documents for the replenishment of fuel and lubricant stocks.
8. Follow-up vouchers and billings of fuel/lubricants to different department, offices and centers.
9. Conduct a physical inventory of all property and equipment of VSU.
10. Does other duties assigned by the immediate supervisor.

#### MARK LOUIS L. GARCES

1. Prepares and facilitates payment of registration and insurance of VSU vehicles.
2. Conducts physical inventory of PPE's issued to VSU employee.
3. Present vehicle to a smoke test at accredited emission center of LTO.
4. Prepares soft copies reports of equipment to requesting department for AACCUP and ISO purposes and for ODF for DBM requirements.
5. Assist in the receiving/checking of IT equipment delivered by local suppliers, from Cebu/Manila Office and items turned over by the canvasser/buyer.
6. Conducts physical inventory of VSU buildings for insurance.
7. Conducts physical inventory of motor vehicles as regards to condition of the service-ability.
8. Prepares/updates annual inventory reports.
9. Assists in loading and unloading of supplies/materials/equipment received for storage and delivery to different departments/centers/offices/units of the university.
10. Perform other duties assigned by the Head of Office

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 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 and Forty Centavos (603.40)** each per day inclusive of premium. 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 **STF; OVPAT**

THAT this contract shall take effect January 1, 2024 until June 30, 2024 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.

29 DEC 2023

IN WITNESS THEREOF, the parties have hereto set their hands this \_\_ day of \_\_\_\_, 2024 at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY  
Baybay City

By:

  
**DANIEL LESLIE S. TAN**  
OJC President  
First Party

  
**RAIZEL M. PIAMONTE**  
(Second Party)

  
**JOANA LIN C. SY**  
(Second Party)


  
**CARLOS M. VEGA**  
(Second Party)

  
**MARK LOUIS L. GARCES**  
(Second Party)

Signed in the presence of:

1.   
**VIVIAN V. BALBARINO**  
Head, SPO

2.   
**ALICIA M. FLORES**  
Head, Budget Office

  
3. **HONEY SOFIA V. COLIS**  
Director, HRMO  
Head, NSRPNO


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 29 DEC 2023 day of \_\_\_\_\_, 2024, personally appeared Dr. Daniel Leslie S. Tan with VSU ID No. V00501 and Raizel M. Piamonte with valid TIN ID No. 477-786-280, Joana Lin C. Sy with valid UMID No.: 0111-7773405-9, Carlos M. Vega with valid Driver's license ID No. H03-98-030535 and Mark Louis L. Garces with valid Driver's license No.: H-12-15-002815 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.

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

Doc. No. 2659  
Page no. 19  
Book No. XIV  
Series of 1029

Notary Public

  
**ATTY. RYSAN C. GUINOCOR**  
Notary Public  
Until December 31, 2023  
PTR No. 0122334 Baybay, Leyte- 1/23/202  
IBP No. 250100- Tacloban City- 1/18/2023  
Roll of Attorneys No. 57467  
MCLE No. VII- 0022195- 04/14/2025  
Visca, Baybay City, Leyte

