



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-

GENALYN M. APAS, of legal age, Single, Filipino and with residence and postal address at Brgy. Kansungka, 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 **Clerk** to perform the functions and deliver the following outputs as follows:

1. Encode annual reports, development plan, annual procurement plan, accomplishment report and individual/projected/actual faculty workload every semester/summer;
2. Encode/photocopy examinations, instructional materials and other pertinent documents;
3. Encode/file/retrieve communications, memos, reports, proposals, requests of supplies and materials, renewal of appointments & other official record;
4. Prepare payroll, trip ticket, travel voucher, reimbursement and other pertinent documents;
5. Record and remind department head re: meetings, seminars and other official functions;
6. Maintain the cleanliness and orderliness of the Biotech office and do messengerial jobs as the need arises;
7. Perform other jobs that may be 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 **Twenty-Two (22) 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 **Five Hundred Fifty-Three Pesos and Forty Centavos (P553.40)** per day inclusive of up to ten percent (10%) 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 **General Fund; ₱5**

THAT this contract shall take effect January 3, 2022 until June 30, 2022 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 04 day of FEB, 2022 at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY
Baybay City


By:



EDGARDO E. TULIN
President
(First Party)


GENALYN M. APAS
Clerk, Biotechnology
(Second Party)

Signed in the presence of:


1. **KYZA MAE M. RAMONEDA**
OIC-Head, Biotechnology


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


3. **JENNIFER E. ANDO**
OIC-Head, OHRSPPR

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

04 FEB 2022

BEFORE ME, a Notary Public for and in the City of Baybay, Leyte, Philippines, this 04 day of FEB, 2022, personally appeared Dr. Edgardo E. Tulin with VSU ID No. V000522 and Ms. Genalyn M. Apas with valid TIN ID No. 717-770-885, 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.


ATTY. RYSAN C. GUINOCOR

Notary Public

Until June 30, 2022

PTR No. 5069132 Baybay, Leyte-1/12/2021

IBP No. 134491-Iacaban City-12/11/2020

Roll of Attorneys No. 57467

MCLE No. VI-0003619-04/14/2022

Visca, Baybay City, Leyte

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

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