



**EASTERN SAMAR  
STATE UNIVERSITY**

Excellence • Accountability • Service

### **CERTIFICATE OF EMPLOYMENT**


**TO WHOM IT MAY CONCERN:**

This is to certify that per records, **MR. ENRICO C. VIRREY** is an employee of Eastern Samar State University-Salcedo Campus effective February 15, 2021 - December 31, 2021 as Lecturer. Currently, he is holding the position of Instructor I (SG12-1) effective January 6, 2022 under Permanent status.

This further certifies that he is a person of good moral character. He is a law-abiding citizen and has no pending administrative or criminal case against him.


This certification is issued upon request of the interested party.

Given this 02<sup>nd</sup> day of August, 2023 at Eastern Samar State University-Salcedo Campus, Salcedo, Eastern Samar.

  
**MARIA NINA O. OGUING**  
OIC - Head, HRMO

Salcedo 6807  
ESSU-Salcedo Campus  
info@essu.edu.ph  
essu\_salcedo@yahoo.com

**ESSU SALCEDO CAMPUS**  
CERTIFIED PHOTOCOPY  
FROM THE ORIGINAL

  
**MARIA NINA O. OGUING**  
Head, HRMO



Republic of the Philippines  
**Eastern Samar State University**  
<http://essu.edu.ph>

### JOB CONTRACT

(Period Covered - Second Semester February 15, 2021- June 30 , 2021)

No.	NAME	DESIGNATION	RATE/DAY	PERIOD OF EMPLOYMENT		FUNDING CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGEMENT
				FROM	TO			
1	Ocba, Mel Adelle C.	Lecturer	Php558.36	02/15/2021	06/30/2021	STF	College of Agriculture & Allied Sciences	
2	Tomada, Rafael Y.	Lecturer	Php558.36	02/15/2021	06/30/2021	STF	College of Agriculture & Allied Sciences	
3	Virrey, Enrico C.	Lecturer	Php558.36	02/15/2021	06/30/2021	STF	College of Agriculture & Allied Sciences	

The said job order shall automatically cease upon its expiration as stipulated above, unless renewed. However, services of any or all of the above-named can be terminated prior to the expiration of his job order for lack of funds or when their services are no longer needed. The above-named hereby attest that he/she is not related within the third degree of consanguinity or affinity to the 1) hiring authority and/or 2) representatives of the hiring agency; that he/she has not been previously dismissed from government service by reason of an administrative offense; that he/she has not reached the compulsory retirement age of sixty five (65). Furthermore, the service rendered is not considered or will never be credited as government service.

Certified as to completeness or requirement  
 & Supporting papers per MC#40, s. 1998.

**JOSEPH S. ABUNALES**  
 Administrative Officer III

Certified as to existence of  
 Appropriation/Obligation:

**LEOVIE JOY A. LOPEZ**  
 Head, Budget Office

Recommending Approval:

**CLARITA E. MORBOS, Ph.D.**  
 Dean, College of Agriculture & Allied Sciences

**MARINA S. APILADO, Ph.D.**  
 Campus Administrator

APPROVED:

**ANDRES C. PAGATPATAN, JR. Ph.D.**  
 President

Borongan City 6800  
 ESSU-Salcado Campus  
[essu\\_salscedo@yahoo.com](mailto:essu_salscedo@yahoo.com)  
[essuhr20@gmail.com](mailto:essuhr20@gmail.com)

ESSU SALCEDO CAMPUS  
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 FROM THE ORIGINAL

**MARIA NINA C. OGUING**  
 Head, HRMO







## JOB ORDER CONTRACT

### KNOW ALL MEN BY THESE PRESENTS:

This **CONTRACT** between the **Eastern Samar State University Salcedo Campus**, Salcedo, Eastern Samar, a state university with office address at Salcedo, Eastern Samar, herein represented by **ANDRES C. PAGATPATAN, JR. Ph.D. President of Eastern Samar State University**, hereinafter referred to as the **"FIRST PARTY"**.

- and -

**MR. ENRICO C. VIRREY** of legal age, Filipino and with residence address Baybay City, Leyte, hereinafter referred to as "Second Party"

### WITNESSETH

1. That the First Party is in need of the services of the Second Party who shall perform work not performed by the regular personnel of the First Party;
2. That the Second Party has signified his/her intention, to which the First Party has accepted, to provide the service needed by the latter;
3. That the Second Party hereby possesses the education, experience and skills required to perform the job as described herein;
4. That the Second Party hereby attests that he/she is not related within the third Degree of consanguinity or affinity to the (1) hiring authority and/or (2) representative of the First Party; that he has not been previously dismissed from government service by reason of an administrative offense; that he has not already reached the compulsory retirement age of sixty-five (65).
5. That in view hereof, the Second Party is hereby contracted as **Laboratory Manual Developer** (Printed and Digital) for the period of **July 1, 2021 to August 31, 2021** and in consideration of the services rendered, he/she shall receive professional service fee of **THIRTY THOUSAND PESOS (P 30,000.00)** for developing at least three (3) Laboratory manuals. The Second Party shall be entitled for a progress payment of 50%, of the total professional service fee, for every completed LM to be certified by the College Dean and approved by the Campus Administrator.
6. That as Laboratory Manual Developer, the Second Party is expected to develop/produce at least three (3) Laboratory Manuals to be used during AY 2021-2022 and perform tasks that may be assigned by higher authorities;
7. That the Second Party shall perform work at a time and schedule to be agreed upon by both parties;
8. That it is understood that this contract does not create an employer-employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and will not be accredited as government service, and that the latter is not entitled to benefits enjoyed by the regular personnel of the First Party.

IN WITNESS WHEREOF, both parties have hereunto set their hands at Eastern Samar State University, Salcedo Campus this 30th day of June, 2021.

**EASTERN SAMAR STATE UNIVERSITY**  
**Salcedo Campus**

**EASTERN SAMAR STATE UNIVERSITY**  
Salcedo Campus, Salcedo, Eastern Samar

by: **ANDRES C. PAGATPATAN, JR. Ph.D.**  
SUC-President III

**ENRICO C. VIRREY**  
Lecturer

Signed in the Presence of:

**MIR-I-NISA Y. BOCO, Ed. D.**  
Campus Administrator

**LEOVIE JOY A. LOPEZ**  
Administrative Officer II





**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES  
Salcedo, Eastern Samar

Before me, a Notary Public at the above stated on this day of 03 AUG 2021, 2020  
personally appeared **DR. ANDRES C. PAGATPATAN, JR.** with ID No. \_\_\_\_\_ issued  
at ESSU-Main Campus, Borongan City, Eastern Samar on \_\_\_\_\_ and  
\_\_\_\_\_ with ID No. \_\_\_\_\_ issued at  
\_\_\_\_\_ on \_\_\_\_\_ known to me the same  
persons who executed the foregoing contract and acknowledge that the same is their free and  
voluntary act and deed of the entities they represent.

Third instrument consisting of Two pages, including the page on which this  
acknowledgement is written, has been signed on the left hand margin of each and every page  
hereof by the parties and their witnesses, and sealed with a notarial seal.

WITNESS MY HAND AND SEAL on the date and at the place herein above indicated.

**Atty. VINCENT A. CABLAO, CPA**

Notarial Commission valid until Dec. 31, 2021

IBP Life Member Roll No. 014090

PTR No. 6440549, 01/04/21

CTC No. 0539051, 01/04/21

Roll No. 60562

MCLE Comp. Cert. No. VI-0014922

valid until April 14, 2022

Barangay 02, Guiuan E. Samar

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Book No. XXVII  
Series of 20 21



Republic of the Philippines

**Eastern Samar  
State University**

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## JOB CONTRACT

(Period Covered - Second Semester September 1, 2021- December 31 , 2021)

No.	NAME	DESIGNATION	RATE/DAY	PERIOD OF EMPLOYMENT		FUNDING CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGEMENT
				FROM	TO			
1	Abuda, Roxane Jean C.	Lecturer	Php496.95	09/21/2021	12/31/2021	STF	College of Agriculture & Allied Sciences	
2	Tomada, Rafael Y.	Lecturer	Php558.36	09/01/2021	12/31/2021	STF	College of Agriculture & Allied Sciences	
3	Virrey, Enrico C.	Lecturer	Php558.36	09/01/2021	12/31/2021	STF	College of Agriculture & Allied Sciences	

The said job order shall automatically cease upon its expiration as stipulated above, unless renewed. However, services of any or all of the above-named can be terminated prior to the expiration of his job order for lack of funds or when their services are no longer needed. The above-named hereby attest that he/she is not related within the third degree of consanguinity or affinity to the 1) hiring authority and/or 2) representatives of the hiring agency; that he/she has not been previously dismissed from government service by reason of an administrative offense; that he/she has not reached the compulsory retirement age of sixty five (65). Furthermore, the service rendered is not considered or will never be credited as government service.

Certified as to completeness or requirement Certified as to existence of  
& Supporting papers per MC#40, s. 1998. Appropriation/Obligation:

Recommending Approval:

**JOSEPH S. ABINALES**  
Administrative Officer III

**LEOVIE JOY A. LOPEZ**  
Head, Budget Office

**ROGELIO L. PADIT, Ph. D.**  
Dean, College of Agriculture & Allied Sciences

**MIR-I-NISA Y. BOCO, A Ed. D.**  
Campus Administrator

APPROVED:

**ANDRES C. PAGATPATAN, JR. Ph.D.**  
President

Salcedo 8807  
ESSU-Salcedo Campus  
[essu\\_salcedo@yahoo.com](mailto:essu_salcedo@yahoo.com)  
[essuhr20@gmail.com](mailto:essuhr20@gmail.com)

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