



OP# 6361  
9/8/20

**CONTRACT FOR TEACHING SERVICES**  
(Job Order Status)

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. 9347, with principal office at Baybay City, Leyte, duly represented by its President, **DR. EDGARDO E. TULIN**, hereinafter referred to as the **FIRST PARTY**;

-and-

**ROBERT JAY C. CAINDOC** of legal age, female, Filipino and residing at **Albuera, Leyte**, hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the **FIRST PARTY** is in need of one with the desired expertise who will teach **Introduction to Marketing Management, The Entrepreneurial Mind, Introduction to Entrepreneurship and Introduction to Human Resource Management** subjects at the **Department of Business and Management, VSU, Baybay, Leyte** during the **1<sup>st</sup> Semester, SY 2020-2021** at **P156.00** per hour of actual service plus preparation pay per subject only (not to exceed four preparations), the total amount received for one month should not exceed the monthly salary of an equivalent regular position of Instructor I;

WHEREAS, due to the health pandemic caused by COVID-19 wherein the health protocol to prevent the spread of the virus will no longer allow the face to face classroom instruction is and thus, the need to use flexible learning modalities;

WHEREAS, aside from tasks in relation to the preparation of the learning materials/modules, there is also a need for the services of some part time faculty members to assist in doing preparatory works before the modules can be made available to the students;

WHEREAS, due to the change of learning modality, faculty members, both regular and those hired on part time status, need to study their topics and enhance their teaching strategies to effectively deliver their lessons to their students particularly during the period from August until the actual start of classes on October 5, 2020;

WHEREAS, the **SECOND PARTY** possesses the needed expertise to undertake the aforementioned job and is willing to be paid on a per hour basis;

Now, **THEREFORE**, premises considered, the parties hereto have hereby agreed as they have agreed under the terms and conditions, as follows:

**THAT** the **SECOND PARTY** hereby undertakes the aforementioned job under the direct supervision of the **FIRST PARTY** or duly authorized representative, such as:

- A. Perform various preparatory works as assigned by the department head prior to opening of classes starting August but not beyond October 2, 2020, the **TOTAL NUMBER OF HOURS THE FACULTY MAY BE ALLOWED TO WORK** during this period shall **NOT EXCEED THE AVERAGE MONTHLY CONTACT HOURS OF HIS/HER TEACHING LOAD FOR FIRST SEMESTER SY 2020-2021** as certified by the University Registrar (total contact hours divided by 5 months), to perform the following tasks/functions;

**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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