



CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER

KNOW ALL MEN BY THESE PRESENTS:

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

and-

JUDIE ANN J. LIGUTAN and ROSE AVE I. LORETO, of legal age, single, Filipino, and with residence and postal address at Visca, Baybay City, Leyte, Philippines, 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 contracts the services of the **SECOND PARTY** as (**CLERK**) to perform the functions and deliver the following outputs as follows:

JUDIE ANN J. LIGUTAN

- a) Prepares and generates Reports of Check Issued and Cancelled for UNIFAST and IGF;
- b) Prepare the monthly Report of Advice to Debit Account Issued for IGF and UNIFAST;
- c) Review and encode necessary adjustments to ensure the correctness of the report;
- d) Follow-up and get all the duly paid vouchers together with the Official Receipts (suppliers);
- e) Coordinate with the requesting department/office to inform the payees of unclaimed checks;
- f) Assists in preparing PACS, DV and Checks as alternate to the in-charge;
- g) Scans and emails documents (deposit slip, vouchers, withholding tax, etc.) to suppliers;
- h) Prepares Collection Report for VSU projects paid through checks charges to IGF, UNIFAST;
- i) Stamped "PAID" all the vouchers, payrolls and supporting documents;
- j) Submit to the Accounting Office the RCIC together with the vouchers and payrolls with supporting documents;
- k) Performs other duties assigned by the Supervisor.



CASHIERING

Visayas State University, PQWW+RJM Baybay City, Leyte
Email: cash.division@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1011

ROSE AVE I. LORETO

- l) Prepare the daily Report of Collection & Deposit for Fund 164 STF.
- m) Generate the daily collection and review the official receipts against the generated daily collection for fund 164.
- n) Segregate the daily Official Receipts issued as attachment to the Report.
- o) Encode and print the amount of collection and deposit slips (cash, check & in bank)
- p) Segregate and paste the deposit slips in two sets (1-Accounting, 1-COA).
- q) Prepare monthly the report of Collection and Deposit for fund RF IGP; 101 Trust; General Fund; VSU HOSPITAL; VSU Professional Fee, Senior High School and VSU PCC;
- r) Manually encode the official receipts issued and deposit slips for the whole month for all funds other than STF/IGF.
- s) Forward/submit the two copies printed monthly report together with the segregated/bound second copy of official receipts to Accounting Office.
- t) Prepare Monthly Report of Documentary Stamp Collected
- u) Assist the Collecting Officer during peak time. Monitor the use of OR and process PPMP Purchase Request when needed.
- v) Prepare interim or special purpose collection report as needed by the Finance office and other office
- w) Performs other tasks assigned by the Supervisor.

THAT when the work demand for travel, the SECOND Party shall be entitled to payment of travel expenses (per diem and fare) when travelling 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 actual number of working 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 & FORTY CENTS (P603.40)** pesos per day inclusive of ten percent (10%) premium.

THAT 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 **Special Trust Fund (STF)**.

THAT this contract shall take effect **October 1, 2025** until **December 31, 2025** 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.

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.

THAT this Contract does not create an employer-employee relationship between the **First Party** and the **Second Party**;

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

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Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.

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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 an 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.

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.

IN WITNESS THEREOF, the parties have hereunto set their hands this _____ at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY
Baybay City


By:


PROSE IVY G. YEPES
President
(First Party)


JUDIE ANN J. LIGUTAN
(Second Party)


ROSEAVE T. LORETO
(Second Party)

Signed in the presence of:


QUEENMERY Y. ATUPAN
Head, Cashiering


LUVILLA G. ALCOBBER
Head, RSPPRO


ALICIA M. FLORES
Head, Budget Office

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 14 OCT 2025, personally appeared Dr. Prose Ivy G. Yepes with VSU ID No. V002163 and Judie Ann J. Ligutan, Rose Ave I. Loreto, with Philhealth ID No. 13-250541125-4, National ID No. 2142-5109-5326-3481, known to me to be the same persons who executed the foregoing contract and acknowledge to me that the same is their free and voluntary act and deed.

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

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Book No. LV
Series of 2025

ATTY. RICHARD C. GUINOCOR

Notary Public
Until December 31, 2025
PTR No. 0327797-Baybay City, Leyte-1/17/2025
IBP No. 5807-AR-05-RICG-BL-14039/2025
Roll of Attorneys No. 57467
MCLE No. VII-0022195-04/14/2025
VSU, Baybay City, Leyte

Vision: A global green university providing progressive leadership in agriculture, science & technology, education, and allied fields for societal transformation.
Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.