



HUMAN RESOURCE MANAGEMENT OFFICE

CONTRACT OF SERVICE FOR PART-TIME TEACHING EMPLOYMENT

KNOW ALL MEN BY THESE PRESENTS:

This agreement is made and entered into by and between **CEBU TECHNOLOGICAL UNIVERSITY (CTU) Consolacion (Campus)**, a state university duly organized under Philippine laws by virtue of R.A. 9744, with official address at Gov. F.B. Harrison Avenue, Nangka, Consolacion, Cebu, represented herein by its University President, **JOSEPH C. PEPITO, Ph. D.**, hereinafter referred to as the First Party, and **JUNN REE B. MONTILLA**, Filipino, of legal age, **SINGLE** and a resident of **PITOGO, CONSOLACION, CEBU** hereinafter referred to as the Second Party;

WITNESSETH:

That for and in consideration of mutual covenants hereinafter set forth, the parties have agreed on the following terms and conditions:

1. That the First Party shall hire the services of the Second Party for a limited period starting from **JANUARY 29, 2024** until **JUNE 09, 2024**, unless sooner terminated;
2. That the First Party, in consideration of the foregoing, agrees to pay the Second Party the amount of **P 160** per hour for the actual services rendered under the (Graduate/ Undergraduate Studies Programs) of the CTU CONSOLACION CAMPUS, to handle teaching loads, as stipulated strictly in the attached PROGRAM BY TEACHER which shall form an integral part hereof;
3. That the services rendered by the Second Party shall not be considered as a government service and not covered by the Civil Service law, rules and regulations, but covered by the Commission on Audit Rules.
4. That the compensation for the Second Party, who is a full-time outsider, shall not exceed the existing basic salary of an Instructor I.
5. That the Second Party shall report to the First Party through the Dean of the College or the Head of the Department to perform the following functions:
 - a. Prepare and update course outlines, instructional materials, and other instructional tools needed in teaching on the assigned subjects in line with the field of specialization;
 - b. Give instruction employing varied teaching strategies and techniques in the assigned subjects; supervise students during classes/ practical/laboratory/other work activities; and administer tests to evaluate the effectiveness and the progress of instruction and keep the records of the same;
 - c. Submit grades on or before the specified dates by the College;
 - d. Help in the upkeep and maintenance of classrooms, machines, tools, and equipment in the department that he/she belongs;
 - e. Perform other functions pertaining to or related to instruction;