



CONTRACT FOR TEACHING SERVICES
(Job Order Status)

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into by and between:

The **VISAYAS STATE UNIVERSITY (VSU)**, 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. 9437 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-

BABY JANE L. ALIASOT of legal age, female, Filipino and residing at **Ormoc City, 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 subjects **SOC. STUD I, SOC. STUD III, Philippine Governance-PG12 and Discipline Ideas in Applied Sciences-DIAS** at the **VSU Integrated High School**, VSU, Baybay, Leyte during the 1st Semester, SY 2023-2024 at **P156.00 per hour for BS degree holder**, respectively) of actual teaching service, the total amount received for one month should not exceed the monthly salary of an equivalent regular position of Instructor I. Furthermore, a preparation pay per subject of not more than four (4) different courses/subjects for lecture and actual number of subjects for laboratory, will be given at the end of the contract. The preparation pay will serve as supplemental payment for other tasks done outside the actual teaching hours such as, preparing for the class, checking exams and other requirements, student consultation, and computation and submission of grades.

WHEREAS, the **SECOND PARTY** possesses the needed expertise to undertake the aforementioned job and is willing to be paid on a per hour basis; based on actual teaching hours, to commence on the first day of the start of classes and at the end on the last day of the final examination. Attendance to the faculty On Boarding will be paid, and missed class hours due to absence or officially declared class suspensions shall be paid after presentation of proof of conduct of make-up classes.

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, particularly to perform the teaching services of the courses assigned to her/him during the 1st Semester SY 2023-2024 but not limited to the following:

1. Conduct classes as scheduled
2. Introduce various strategies to enhance the student learning.
3. Apply/conduct applicable modes of assessment of the learnings gained by the students from his/her classes, maintain class records, check and return these assessment/test papers to students
4. Perform other tasks assigned by the Department Head and the College Dean to facilitate the effective teaching.
5. Attends to student queries even outside class hours.
6. Submit grades and turn over class records to the Department Head on or after the deadline for grade submission.
7. Pass clearance at the end of semester.

THAT the hourly pay plus preparation pay remunerated to the **SECOND PARTY** covers the above-mentioned activities.

THAT for and in consideration of the foregoing job to be performed on a flexible class schedule, the **FIRST PARTY** agrees to hire and pay the **SECOND PARTY** on a monthly basis and the details of the payment shall be as follows:

Rate/subject/semester = No. of units X credit hours/unit/semester X hourly rate (either P156, 207.70 and 308.44 for BS, MS or PhD holder, respectively)

1. The computation for the rate/subject/semester will be as follows:
2. The total number of hours to be paid per semester shall not exceed the maximum contact hours of her/his teaching load for the 1st semester of SY 2023-2024 plus the number of hours while participating the On

- Boarding activity of Faculty on August 16 until August 17, 2023, as certified by the University Registrar and Office of the Director of Instruction and Evaluation, respectively.
- Monthly payment shall be supported with a Daily Time Record (DTR) and accomplishment report of the performance by the SECOND PARTY certified by the Department Head of all the mandated teaching jobs as enumerated in the preceding paragraph, sub. par. 1 to 5.
 - Last month's salary shall likewise be supported with a certification from the Department Head that the SECOND PARTY complied with his/her teaching functions in the preceding paragraph, sub. par. 6 to 7 re: submission of grades, class records and clearance to the Department Head.
 - Preparation pay to be released at the last month of the semester. It shall cover but not limited to the preparation of the required flexible learning materials of the subjects to be handled. The computation for the preparation pay will be as follows:

For lecture subjects:
Preparation pay = number of preparations x .33 x rate per subject/semester

For laboratory subjects:
Preparation pay = number of preparations x .11 x rate per subject/semester

THAT the SECOND PARTY is required to attend/participate orientation and various webinars and teaching activities conducted/spearheaded by the university to improve their teaching competencies particularly during the new normal.

THAT in the event the SECOND PARTY pre-terminates this contract without reasonable cause he shall be made to pay a penalty of Fifty Thousand Pesos (P50,000.00) without prejudice to filing a case against him for breach of contract.


THAT the SECOND PARTY is required to turn-over all class records, data, learning 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 the SECOND PARTY should also adhere to existing rules and regulations of the University.

THAT this agreement will not in any manner result to any employer-employee relationship between the parties.

IN WITNESS WHEREOF, we have hereunto affixed our signatures this ____ day of _____, 2023, at Baybay, Leyte, Philippines.


By:


EDGARDO E. TULIN
University President
(First Party)


BABY JANE L. ALIASOT
(Second Party)

Signed in the presence of:


SHALOM GRACE C. SUGANO
Dept. Head


ALICIA M. FLORES
Head, Budget Office


HONEY SOFIA V. COLIS
OIC Director, ODHRM

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

BEFORE ME, this 14 day of 2023, personally appeared Dr. Edgardo E. Tulin with valid ID No. VOO522 and Ms. Baby Jane L. Aliasot with valid ID No. 3910-7852-6817-3199 known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed.

This instrument consisting of two pages including this acknowledgement has been signed by the parties and their witnesses and sealed with my notarial seal.

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

ATTY. ERNESTO M. BUTAWAN
Notary Public for the Province of Leyte, City of Baybay
Notarial Commission No. B-22-06-07
Until December 31, 2023

PTR No. BC0113705 issued on Jan. 3, 2023
IRP No. 03 R. No. 257404 issued on Jan. 2, 2023

MCLE COMPLIANCE NO. VH-0008593-Valid until April 14, 2025

Attorney's Roll No. 41458

TEN No. 113-006-968

R. Magsaysay Avenue, Baybay City, Leyte

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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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