

**CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER**

KNOW ALL MEN BY THESE PRESENTS:

**RECEIVED**  
 013-2770  
 26 SEP 2023

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. 9437, with principal office at Baybay City, Leyte, duly represented by its President **DR. EDGARDO E. TULIN**, hereinafter referred to as the **FIRST PARTY**;

-and-

Single

**MARK LOUIS L. GARCES**, of legal age, Married, Filipino and with residence and postal address at Brgy. Matapay Hilongos, Leyte, 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 contract the services of the SECOND PARTY as Data Encoder to perform the functions and deliver the following outputs as follows:

1. Prepares report for the equipment, acquired buildings, land and Land improvement.
2. Conducts physical inventory of PPE's issued to VSU employee.
3. Prepares and submits report on Physical Count of Property, Plant and Equipment.
4. Processes and facilitates payment of registration and insurance of VSU vehicles.
5. Facilitates and processes permits and fire insurance of VSU buildings.
6. Updates and reconciles all equipment, buildings and other properties acquired in the Inventory Book of Accounts.
7. Assists during loading and unloading of supplies/materials/equipment received for storage and for delivery to different/departments/centers/offices/units of the university.
8. Perform other duties assigned by the Head of Office.

THAT when the work demand for travel, the SECOND PARTY shall be entitled to payment of travel expenses (per diem and fare) when traveling 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 a total of 20 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 Pesos and Forty Centavos (603.40) per day inclusive of premium. 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 its duly authorized representative. The above payments will be charged to STF.



THAT this contract shall take effect September 11, 2023 until December 31, 2023 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.

**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 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 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.

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

IN WITNESS THEREOF, the parties have hereto set their hands this \_\_\_\_ day of \_\_\_\_\_, 2023 at Baybay City, Leyte, Philippines.

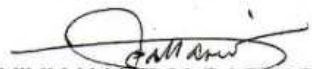
VISAYAS STATE UNIVERSITY  
Baybay City

By:

  
**EDGARDO E. TULIN**  
President  
(First Party)

  
**MARL LOUIS L. GARCES**  
(Second Party)

Signed in the presence of:

1.   
**VIVIAN V. BALBARINO**  
Head, SPO

2.   
**ALICIA M. FLORES**  
Head, Budget Office

3.   
**JENNIFER E. ANDO**  
Head, OHRSPPR

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 \_\_\_\_ day of \_\_\_\_\_, 2023, personally appeared Dr. Edgardo E. Tulin with VSU ID No. V000522 and Mark Louis L. Garces with valid Driver's license No. H12-15-002815, known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their voluntary act and deed, as well as the parties hereto.

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Page no.  
Book No.  
Series of

204  
41  
XXX  
2045

Notary Public  
ATTY. VIVIAN P. ENRARIO-VIDALLON

NOTARY PUBLIC  
NC. NO. 6-22-06-02, JULY 4, 2022  
UNTIL DECEMBER 31, 2023  
ROLL NO. 62930

PTR NO. BCD101789, 1/9/2023, BAYBAY CITY, LEYTE  
IBP NO. 249418, 1/9/2023, LEYTE  
HOLE COMPLIANCE NO. VTE-0004765

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*





**CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER**

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. 9437, with principal office at Baybay City, Leyte, duly represented by its OIC President **DR. DANIEL LESLIE S. TAN**, hereinafter referred to as the **FIRST PARTY**;

-and-

**RAIZEL M. PIAMONTE (Married), JOANA LIN C. SY (Married) CARLOS M. VEGA (Single) and MARK LOUIS L. GARCES (Single)** of legal age, Filipino and with residence and postal address at Brgy. Pangasugan, Baybay City, Leyte, Brgy. Guadalupe Baybay City, Leyte, Brgy. Marcos, Baybay City, Leyte and Brgy. Matapay Hilongos, Leyte 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 contract the services of the **SECOND PARTY** as **Clerk** to perform the functions and deliver the following outputs as follows:

**RAIZEL M. PIAMONTE**

1. Receiving and releasing of documents.
2. Tracking of incoming and outgoing documents.
3. In-charge of returned and replacement items to suppliers and end-users.
4. Provides of administrative support to ensure continuity of office operations i.e processing of cash advance, travels/liquidation/replenishment reports, vouchers and other office related reports.
5. Copies, sorts, indexes, files documents/ communications and other related office activities.
6. Take minutes of meetings and dictations.
7. Assist the dDRC in the office management and organization procedures.
8. Assist in the conduct physical inventory of all property and equipment of VSU.
9. Files copies of PAR/ICS
10. Prepares appointment/contract of all SPO Job Order workers.
11. Check all items/equipments with the warehouse in-charge before delivery.
12. Act as the Alternate Deputy Document Records Controller for SPO (AdDRC).
13. Does other duties assigned by the immediate supervisor.

**CARLOS M. VEGA**

1. Receives delivery receipts/invoice and prepare request for inspection.
2. Forward the Inspection and Acceptance Report to the Commission On Audit office-VSU



3. (COA-VSU) and to the designated inspector.
4. Record and follow-up IAR forwarded to COA and inspector and file IAR copy signed by the inspector.
5. Record IAR for signature by the Head of SPO and end-user then forward to PAR/ICS section.
6. Driving of VSU vehicle for delivery of supplies.
7. Forward IAR/ DRs/invoice to procurement office for voucher.
8. Assist in loading and unloading of supplies/materials/equipment received for storage and for delivery to different departments/centers/offices/units of the university.
9. Assist in the conduct of physical inventory of all property and equipment of VSU.
10. Does other duties as maybe assigned from time to time.

#### JOANA LIN C. SY

1. Manage and supervise the overall operation of the three (3) warehouses of SPO and the fuel station.
2. Encode all delivery receipts of PPEs received from suppliers.
3. Encode requisition issuance slip (RIS)/ withdrawals for report of supplies and materials issued (RSMI).
4. Records and updates on bin cards and Stock cards for SME's.
5. Prepares a daily Issuance Record (DIR) and a monthly report of Issued petroleum, oil and lubricants.
6. Prepare a Statement of Account, Requisition and Issue Slip (RIS), Voucher and other documents for billing issued petroleum products.
7. Prepare vouchers and other supporting documents for the replenishment of fuel and lubricant stocks.
8. Follow-up vouchers and billings of fuel/lubricants to different department, offices and centers.
9. Conduct a physical inventory of all property and equipment of VSU.
10. Does other duties assigned by the immediate supervisor.

#### MARK LOUIS L. GARCES

1. Prepares and facilitates payment of registration and insurance of VSU vehicles.
2. Conducts physical inventory of PPE's issued to VSU employee.
3. Present vehicle to a smoke test at accredited emission center of LTO.
4. Prepares soft copies reports of equipment to requesting department for AACCUP and ISO purposes and for ODF for DBM requirements.
5. Assist in the receiving/checking of IT equipment delivered by local suppliers, from Cebu/Manila Office and items turned over by the canvasser/buyer.
6. Conducts physical inventory of VSU buildings for insurance.
7. Conducts physical inventory of motor vehicles as regards to condition of the service-ability.
8. Prepares/updates annual inventory reports.
9. Assists in loading and unloading of supplies/materials/equipment received for storage and delivery to different departments/centers/offices/units of the university.
10. Perform other duties assigned by the Head of Office

THAT when the work demand for travel, the SECOND PARTY shall be entitled to payment of travel expenses (per diem and fare) when traveling 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 a total of 20 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 Pesos and Forty Centavos (603.40) per day inclusive of premium. 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 its duly authorized representative. The above payments will be charged to STF: OVERT

THAT this contract shall take effect January 1, 2024 until June 30, 2024 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.

**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 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 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.

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

29 DEC 2023

IN WITNESS THEREOF, the parties have hereto set their hands this \_\_\_ day of \_\_\_\_\_, 2024 at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY  
Baybay City

By:



**DANIEL LESLIE S. TAN**  
OIC President  
First Party



**RAIZEL M. PIAMONTE**  
(Second Party)



**CARLOS M. VEGA**  
(Second Party)



**JOANA LIN C. SY**  
(Second Party)

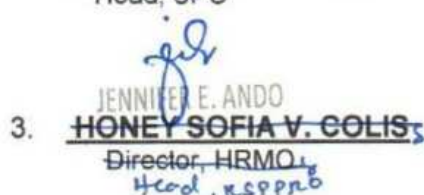


**MARK LOUIS L. GARCES**  
(Second Party)

Signed in the presence of:

1.   
**VIVIAN V. BALBARINO**  
Head, SPO

2.   
**ALICIA M. FLORES**  
Head, Budget Office


3.   
**HONEY SOFIA V. COLIS**  
Director, HRMO  
Head, RSPRO

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 29 DEC 2023 day of \_\_\_\_\_, 2024, personally appeared Dr. Daniel Leslie S. Tan with VSU ID No. V00501 and Raizel M. Piamonte with valid TIN ID No. 477-786-280, Joana Lin C. Sy with valid UMID No.: 0111-7773405-9, Carlos M. Vega with valid Driver's license ID No. H03-98-030535 and Mark Louis L. Garces with valid Driver's license No.: H-12-15-002815 known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their voluntary act and deed, as well as the parties hereto.

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

Doc. No. 2459  
Page no. 19  
Book No. 2024  
Series of 2024

\_\_\_\_\_  
Notary Public  
  
**ATTY. RYSAN C. GUINOCOR**  
Notary Public  
Until December 31, 2023  
PTR No. 0122334 Baybay, Leyte- 1/23/202  
IBP No. 260100- Tacloban City- 1/18/2023  
Roll of Attorneys No. 57467  
MCLE No. VII- 0022195- 04/14/2025  
Visca, Baybay City, Leyte







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-and-

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**RAIZEL M. PIAMONTE**

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4. Provides of administrative support to ensure continuity of office operations i.e processing of cash advance, travels/liquidation/replenishment reports, vouchers and other office related reports.
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6. Take minutes of meetings and dictations.
7. Assist the dDRC in the office management and organization procedures.
8. Assist in the conduct physical inventory of all property and equipment of VSU.
9. Files copies of PAR/ICS
10. Prepares appointment/contract of all SPO Job Order workers.
11. Check all items/equipments with the warehouse in-charge before delivery.
12. Act as the Alternate Deputy Document Records Controller for SPO (AdDRC).
13. In charge in tagging of equipments and items for inventory.
14. Does other duties assigned by the immediate supervisor.

**CARLOS M. VEGA**

1. Receives waste materials/unserviceable PPEs from end-users.



2. Prepare inventory and inspection report of unserviceable property (I&IR), waste material report (WMP), return slip of unserviceable property (RSUP) as basis to record dropping from books of unserviceable properties.
3. Updating of individual summary base on WMR, I&IR and RSUP.
4. Segregate/group and weighs waste materials and unserviceable properties by lot.
5. Submit reports of unserviceable properties to SPO Head and to the Disposal Committee of the university.
6. Assist in the Conduct of Physical inventory of all property and equipment of VSU.
7. Conduct inspection and verification on all animals owned by the university recommended for culling and maybe sold animal loss through death.
8. Maintains cleanliness and orderliness in the Warehouse 3 (Disposal) section.
9. Does other duties as maybe assigned from time to time.

#### JOANA LIN C. SY

1. Manage and supervise the overall operation of the three (3) warehouses of SPO and the fuel station.
2. Encode all delivery receipts of PPEs received from suppliers.
3. Encode requisition issuance slip (RIS)/ withdrawals for report of supplies and materials issued (RSMI).
4. Prepares a daily Issuance Record (DIR) and a monthly report of Issued petroleum, oil and lubricants.
5. Prepare a Statement of Account, Requisition and Issue Slip (RIS), Voucher and other documents for billing issued petroleum products.
6. Prepare vouchers and other supporting documents for the replenishment of fuel and lubricant stocks.
7. Follow-up vouchers and billings of fuel/lubricants to different department, offices and centers.
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#### MARK LOUIS L. GARCES

1. Prepares and facilitates payment of registration and insurance of VSU vehicles.
2. Conducts physical inventory of PPE's issued to VSU employee.
3. Present vehicle to a smoke test at accredited emission center of LTO.
4. Prepares soft copies reports of equipment to requesting department for AACCUP and ISO purposes and for ODF for DBM requirements.
5. Assist in the receiving/checking of IT equipment delivered by local suppliers, from Cebu/Manila Office and items turned over by the canvasser/buyer.
6. Conducts physical inventory of VSU buildings for insurance.
7. Conducts physical inventory of motor vehicles as regards to condition of the serviceability and assist in the conduct physical inventory of all property and equipment of VSU.
8. Assists in loading and unloading of supplies/materials/equipment received for storage and delivery to different departments/centers/offices/units of the university.
9. Perform other duties assigned by the Head of Office

THAT when the work demand for travel, the SECOND PARTY shall be entitled to payment of travel expenses (per diem and fare) when traveling on official business within the country subject to existing government accounting rules and regulations and to pertinent VSU policies and rules governing official travel.

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services issued by the FIRST PARTY or its duly authorized representative. The above payments will be charged to STF; *py*

THAT this contract shall take effect July 1, 2024 until September 30, 2024 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.

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

IN WITNESS THEREOF, the parties have hereto set their hands this \_\_\_ day of \_\_\_\_\_, 2024 at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY  
Baybay City

By:

  
**PROSE IVY G. YEPES**  
President  
(First Party)


  
**RAIZEL M. PIAMONTE**  
(Second Party)

  
**CARLOS M. VEGA**  
(Second Party)

  
**JOANA LINC. SY**  
(Second Party)

  
**MARK LOUIS L. GARCES**  
(Second Party)

Signed in the presence of:

1.   
**VIVIAN V. BALBARINO**  
Head, SPO

2.   
**ALICIA M. FLORES**  
Head, Budget Office

3.   
**JENNIFER E. ANDO**  
Head, RSSPO  
*RSPPRO*



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 26 day of JUN, 2024, personally appeared Dr. Prose Ivy G. Yepes with VSU ID No. V002163 and Raizel M. Piamonte with valid TIN ID No. 477-786-280, Joana Lin C. Sy with valid UMID No.: 0111-7773405-9, Carlos M. Vega with valid Driver's license ID No. H03-98-030535 and Mark Louis L. Garces with valid Driver's license No.: H-12-15-002815 known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their voluntary act and deed, as well as the parties hereto.

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

Doc. No. 871  
Page no. 72  
Book No. xlvii  
Series of 2024

Notary Public  
**ATTY. RYSAN C. GUINOCOR**  
Notary Public  
Until December 31, 2024  
PTR No. 0211113- Baybay, Leyte- 01/04/2024  
IBF No. 395067- Tacloban City- 01/03/2024  
Roll of Attorneys No. 57467  
MCLE No. VII-0022195-04/14/2025  
Visca, Baybay City, Leyte



**CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER**

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-and-

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**RAIZEL M. PIAMONTE**

1. Receiving and releasing; tracking of incoming and outgoing documents.
2. Prepares a Daily Issuance Record (DIR) and a monthly report of issued petroleum, oil and lubricants.
3. Prepare a Statement of Account, Requisition and Issue Slip (RIS), Voucher and other documents for billing issued petroleum products.
4. Prepare vouchers and other supporting documents for the replenishment of fuel and lubricant stocks.
5. Follow-up vouchers and billings of fuel/lubricants to different department, offices and centers.
6. Provides of administrative support to ensure continuity of office operations i.e processing of cash advance, travels/liquidation/replenishment reports, vouchers and other office related reports.
7. Copies, sorts, indexes, files documents/ communications and other related office activities.
8. Prepares notice and take minutes of meetings and dictations.
9. Assist in the conduct physical inventory of all property and equipment of VSU.
10. Files copies of PAR/ICS
11. Prepares appointment/contract of all SPO Job Order workers.
12. Act as the Alternate Deputy Document Records Controller for SPO (AdDRC).
13. In charge in making tags of property numbers for PAR/ICS.
14. Does other duties assigned by the immediate supervisor.



**CARLOS M. VEGA**

1. Receives waste materials/unserviceable PPEs from end-users.
2. Prepare inventory and inspection report of unserviceable property (I&IR), waste material report (WMP), return slip of unserviceable property (RSUP) as basis to record dropping from books of unserviceable properties.
3. Updating of individual summary base on WMR, I&IR and RSUP.
4. Segregate/group and weighs waste materials and unserviceable properties by lot.
5. Submit reports of unserviceable properties to SPO Head and to the Disposal Committee of the university.
6. Conduct inspection and verification on all animals owned by the university recommended for culling and maybe sold animal loss through death.
7. Maintains cleanliness and orderliness in the Warehouse 3 (Disposal) section.
8. Does other duties as maybe assigned from time to time.

**MARK LOUIS L. GARCES**

1. Prepares and facilitates payment of registration and insurance of VSU vehicles.
2. Conducts physical inventory of PPE's issued to VSU employee.
3. Present vehicle to a smoke test at accredited emission center of LTO.
4. Prepares soft copies reports of equipment to requesting department for AACUP and ISO purposes and for ODF for DBM requirements.
5. Assist in the receiving/checking of IT equipment delivered by local suppliers, from Cebu/Manila Office and items turned over by the canvasser/buyer.
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7. Conducts physical inventory of motor vehicles as regards to condition of the serviceability and assist in the conduct physical inventory of all property and equipment of VSU.
8. Perform other duties assigned by the Head of Office

THAT when the work demand for travel, the SECOND PARTY shall be entitled to payment of travel expenses (per diem and fare) when traveling 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 a total of 20 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 Pesos and Forty Centavos (603.40) each per day inclusive of premium. 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 its duly authorized representative. The above payments will be charged to STF;

THAT this contract shall take effect October 1, 2024 until December 31, 2024 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.

**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 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 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.

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

IN WITNESS THEREOF, the parties have hereto set their hands this \_\_\_\_ day of \_\_\_\_\_, 2024 at Baybay City, Leyte, Philippines.


VISAYAS STATE UNIVERSITY  
Baybay City

By:


  
**PROSE IVY G. YEPES**  
President  
(First Party)

  
**RAIZEL M. PIAMONTE**  
(Second Party)

  
**CARLOS M. VEGA**  
(Second Party)

  
**MARK LOUIS L. GARCES**  
(Second Party)

Signed in the presence of:

1.   
**VIVIAN V. BALBARINO**  
Head, SPO

2.   
**ALICIA M. FLORES**  
Head, Budget Office

3.   
**JENNIFER E. ANDO**  
Head, RSPPRO

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 \_\_\_\_ day of \_\_\_\_\_, 2024, personally appeared Dr. Prose Ivy G. Yepes with VSU ID No. V002163 and Raizel M. Piamonte with valid TIN ID No. 477-786-280, Carlos M. Vega with valid Driver's license ID No. H03-98-030535 and Mark Louis L. Garces with valid Driver's license No.: H-12-15-002815 known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their voluntary act and deed, as well as the parties hereto.



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

**ATTY. RYSAN C. GUINOCOR**

Notary Public

Until December 31, 2024

PTR No. 395067- Baybay, Leyte- 01/04/2024

IBF No. 395067- Tacloban City- 01/03/2024

Roll of Attorneys No. 57467

MCLE No. VII-0022195-04/14/2025

Visca, Baybay City, Leyte

Doc. No. 1921  
Page no. 71  
Book No. XIX  
Series of 2004

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.



**CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER**

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. 9437, 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-

**RAIZEL M. PIAMONTE** (Married), **CARLOS M. VEGA** (Single), **MARK LOUIS L. GARCES** (Single) and **JOANA LIN C. SY** (Married) of Legal Age, Filipino and with residence and postal address at **Brgy. Pangasugan, Baybay City, Leyte, Brgy. Marcos, Baybay City, Leyte, Brgy. Matapay Hilongos, Leyte and Brgy. Guadalupe, Baybay City, Leyte** 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 contract the services of the **SECOND PARTY** as **CLERK** to perform the following functions as follows:

**RAIZEL M. PIAMONTE**

1. Receiving and releasing; tracking of incoming and outgoing documents.
2. Prepares a Daily Issuance Record (DIR) and a monthly report of issued petroleum, oil and lubricants.
3. Prepare a Statement of Account, Requisition and Issue Slip (RIS), Voucher and other documents for billing issued petroleum products.
4. Prepare vouchers and other supporting documents for the replenishment of fuel and lubricant stocks.
5. Follow-up vouchers and billings of fuel/lubricants to different department, offices and centers.
6. Provides of administrative support to ensure continuity of office operations i.e processing of cash advance, travels/liquidation/replenishment reports, vouchers and other office related reports.
7. Copies, sorts, indexes, files documents/ communications and other related office activities.
8. Prepares notice and take minutes of meetings and dictations.
9. Assist in the conduct physical inventory of all property and equipment of VSU.
10. Files copies of PAR/ICS
11. Prepares appointment/contract of all SPO Job Order workers.
12. Act as the Alternate Deputy Document Records Controller for SPO (AdDRC).

**HONEY SOFIA V. COLIS**  
**JENNIFER E. ANDO**  
Head, RSPPRO

**ALICIA M. FLORES**  
Head, Budget Office

**VIVIAN V. BALBARINO**  
Head, SPO

**PROSE IVY G. YEPES**  
PRESIDENT (1<sup>st</sup> PARTY)



13. In charge in making tags of property numbers for PAR/ICS.
14. Does other duties assigned by the immediate supervisor.

**CARLOS M. VEGA**

1. Receives waste materials/unserviceable PPEs from end-users.
2. Prepare inventory and inspection report of unserviceable property (I&IR), waste material report (WMP), return slip of unserviceable property (RSUP) as basis to record dropping from books of unserviceable properties.
3. Updating of individual summary base on WMR, I&IR and RSUP.
4. Segregate/group and weighs waste materials and unserviceable properties by lot.
5. Submit reports of unserviceable properties to SPO Head and to the Disposal Committee of the university.
6. Conduct inspection and verification on all animals owned by the university recommended for culling and maybe sold animal loss through death.
7. Maintains cleanliness and orderliness in the Warehouse 3 (Disposal) section.
8. Does other duties as maybe assigned from time to time.

**MARK LOUIS L. GARCES**

1. Prepares and facilitates payment of registration and insurance of VSU vehicles.
2. Conducts physical inventory of PPE's issued to VSU employee.
3. Present vehicle to a smoke test at accredited emission center of LTO.
4. Prepares soft copies reports of equipment to requesting department for AACCUP and ISO purposes and for ODF for DBM requirements.
5. Assist in the receiving/checking of IT equipment delivered by local suppliers, from Cebu/Manila Office and items turned over by the canvasser/buyer.
6. Conducts physical inventory of VSU buildings for insurance.
7. Conducts physical inventory of motor vehicles as regards to condition of the serviceability and assist in the conduct physical inventory of all property and equipment of VSU.
8. Perform other duties assigned by the Head of Office

**JOANA LIN C. SY**

1. Manage and supervise the overall operation of warehouse 1.
2. Receives and inspects all incoming supplies, materials and equipment and reconciles with purchase order.
3. Encode all delivery receipts of PPEs received from suppliers.
4. Prepares report of supplies and materials for construction and PSDBM.
5. In-charge of the returned and replacement items to suppliers and end-users.
6. Does other duties assigned by the immediate supervisor.

THAT when the work demand for travel, the **SECOND PARTY** shall be entitled to payment of travel expenses (per diem and fare) when traveling 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 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 PESOS & FORTY CENTS (P603.40)** each per day inclusive of premium at not less than 8 hours per day based on the work schedule as prescribed by the hiring department/office/center/unit;

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)**;

HONEY SOFIA V. COLIS  
JENNIFER E. ANDOS  
Head, RSPPAQ

ALICIA M. FLORES  
Head, Budget Office

VIVIAN V. BALBARINO  
Head, SPO

PROSE IVY G. YEPES  
PRESIDENT (1<sup>st</sup> PARTY)



THAT this contract shall take effect **January 1, 2025**, until **June 30, 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.

**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 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 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.

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

IN WITNESS THEREOF, the parties have hereto set their hands this \_\_\_\_\_ at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY  
Baybay City

By:

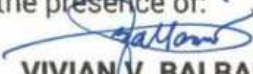
  
**PROSE IVY G. YEPES**  
President  
(FIRST PARTY)

  
**RAIZEL M. PIAMONTE**  
(SECOND PARTY)

  
**CARLOS M. VEGA**  
(SECOND PARTY)

  
**MARK LOUIS L. GARCES**  
(SECOND PARTY)

  
**JOANA LIN C. SY**  
(SECOND PARTY)

Signed in the presence of:  
  
**VIVIAN V. BALBARINO**  
Head, SPO

  
**ALICIA M. FLORES**  
Head, Budget Office

  
**JENNIFER E. ANDO**  
Head, RSPPRO

  
**HONEY SOFIA V. COLIS**  
Director, HRMO



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 15 JAN 2025, personally appeared **DR. PROSE IVY G. YEPES** with **VSU ID no. V002163** and **RAIZEL M. PIAMONTE** with **TIN NO.: 477-786-280**, **CARLOS M. VEGA** with **Driver's License No.: H03-98-030535**, **MARK LOUIS L. GARCES** with **Driver's License No.: H-12-15-002815** and **JOANA LIN C. SY** with **UMID NO.: 0111-7773405-9** are known to me to be the same persons who executed the foregoing contract and they acknowledged to me that the same is their voluntary act and deed, as well as the parties hereto.

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

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Page no. 48  
Book No. LI  
Series of 2025

Notary Public

**ATTY. RYSAN C. GUINOCOR**

Notary Public

Until December 31, 2024

PTR No. 0211113- Baybay, Leyte- 01/04/2024

IBF No. 395067- Tacloban City- 01/03/2024

Roll of Attorneys No. 57467

MCLE No. VII-0022195-04/14/2025

Visca, Baybay City, Leyte

**ALICIA M. FLORES**

Head, Budget Office

**VIVIAN V. BALBARINO**

Head. SPO

**PROSE IVY G. YEPES**

PRESIDENT (1<sup>st</sup> PARTY)