

CONTRACT OF SERVICE

KNOWN ALL MEN BY THESE PRESENTS

This contract made and entered by and between:

Department of Education, a government agency with office address at **TANAUAN LEYTE** herein represented by **TANAUAN NATIONAL HIGH SCHOOL**, herein after referred to as the "First Party";

-AND-

GENECAESAR FARON CAIBIO of legal age, Filipino and with residence of **BRGY. PAGO TANAUAN, LEYTE**, herein after referred to as "Second Party";

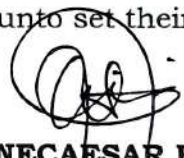
-WITNESSETH-

1. That the First Party is in need the services of the Second Party who shall perform work not performed by the regular personnel of the First Party;
2. That the Second Party has signified his/her intention, to which the First Party has accepted, to provide the service needed by the latter;
3. That the Second Party hereby possesses the education, experience and skills required to perform the job as described herein;
4. That the Second Party hereby attest that he/she is not related within the third degree of consanguinity or affinity to the: a) hiring authority and/or b) representative of the First Party; that he/she has not been previously dismissed from government service by reason of an administrative offense; that he/she has not already reached the compulsory retirement age of sixty-five (65);
5. That in view hereof, the Second Party is hereby contracted as a Volunteer Teacher for the period of July to December 2024 in consideration of the monthly wage of **Six Thousand Pesos only**, (6000.00), to be paid by the Brgy. Local Government Unit at the end of the month;
6. That as Volunteer Teacher, the Second Party is expected to perform the following functions:
 - That, the Contractual Personnel shall perform the services specified in Annex A, "Duties and Responsibilities", which is made an integral part of this Contract, herein after referred to as "Service".


- That payment of compensation shall be based on presentation of an original copy of daily time record, duly signed by the Contractual Personnel. Deduction of absences and under time/late shall be based on calendar days.
 - That, any misrepresentation of information regarding the qualification and credentials of the Contractual Personnel discovered during the term of this Contract shall be a cause for immediate termination of this Contract;
 - That, the Client may terminate this Contract by not less than fifteen (15) days written notice of termination to the Contractual Personnel, and correspondingly, the Contractual Personnel may terminate this Contract by not less than fifteen (15) days written notice of termination to the Client; and
1. That the Second Party shall perform work at a time and schedule to be agreed upon by both parties;
 2. That it is understood that this contract does not create an employer-employee relationship between the First and the Second Party; that the service rendered hereunder are not considered and will not be accredited as government service; and that the latter is not entitled to benefits enjoyed by the regular personnel of the First party.

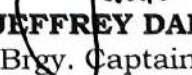
IN WITNESS WHEREOF, both parties have hereunto set their hands this 19th day of July, 2024 at Tanauan Leyte, Philippines.


RICHARD N. LAURENTE
Secondary School Principal IV

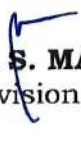

GENECAESAR F. CAIBIO
Volunteer Teacher

WITNESSES:


CLARESA CAÑEDA
Asst. Principal II- Designate


JEFFREY DANDAN
Brig. Captain

APPROVED:


MARIZA S. MAGAN, CESO V_a
School Division Superintendent

ACKNOWLEDGEMENT

Republic of the Philippines)
Municipality of _____) S.S.
Province of **TANAUAN, LEYTE**
X-----X

BEFORE ME, a Notary Public for and in the above jurisdiction,
personally appeared the following:

NAME	GOVT-ISSUED ID	DATE/PLACE ISSUED
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Tanauan National High School
Tanauan, Leyte

<u>Genecaesar F. Caibio</u>	PRC – 2204939	07/04/2024 Tacloban City
Brgy. Pago Tanauan, Leyte		

Known to me to be the same persons who executed the foregoing
instrument and acknowledge to me that the same is their own free will and
voluntary act and deed.

This instrument consists of three (3) pages including this page wherein
this Acknowledge is written and is signed by the parties and their instrumental
witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this 20th day of July
2024 at **TANAUAN, LEYTE**, Philippines.

ATTY. ISAGANI S. ESPADA
Notary Public

Until December 31, 2026
NC No. 2025-02-108

Roll of Attorneys No. 41391
IBP No. 481324; 01-08-2025
PTR No. 0020525; 01-03-2025


Doc. No. 281 ;
Page No. 2 ;
Book No. XV ;
Series of 2024



ANNEX A: DUTIES AND RESPONSIBILITIES

A. Responsibilities of the Second Party

1. That we formulate this agreement with a purpose to solve the existing problem of **TANAUAN NATIONAL HIGH SCHOOL** particularly on the lack of office personnel, who shall perform the duties and functions of a Volunteer Teacher.
2. Supervise the Volunteer Teacher to ensure that classes are implemented according to the standards and guidelines set.
3. Certify enrollment report, accomplish report, attendance/Daily Time Record (DTR), and other pertinent documents.
4. Provide the necessary instructional support to the Volunteer Teacher.
5. Maintain active linkages between the School/District to the Division, Stakeholders, and to the Local Government unit to draw-in support for the school's education services.
6. Recognize the services rendered by the Volunteer Teacher as official and may merit credit as service record in the department.


GENECAESAR F. CAIBIO
Contracted Personnel


RICHARD N. LAURENTE
Secondary School Principal IV

CONTRACT OF SERVICE

KNOWN ALL MEN BY THESE PRESENTS

This contract made and entered by and between:

Department of Education, a government agency with office address at **TANAUAN LEYTE** herein represented by **TANAUAN NATIONAL HIGH SCHOOL**, herein after referred to as the "First Party";

-AND-

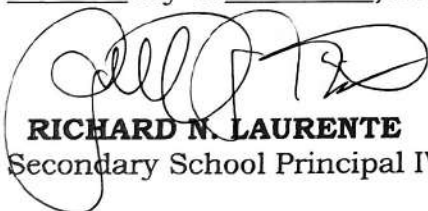
GENECAESAR FARON CAIBIO of legal age, Filipino and with residence of **BRGY. PAGO TANAUAN, LEYTE**, herein after referred to as "Second Party";


-WITNESSETH-

1. That the First Party is in need the services of the Second Party who shall perform work not performed by the regular personnel of the First Party;
2. That the Second Party has signified his/her intention, to which the First Party has accepted, to provide the service needed by the latter;
3. That the Second Party hereby possesses the education, experience and skills required to perform the job as described herein;
4. That the Second Party hereby attest that he/she is not related within the third degree of consanguinity or affinity to the: a) hiring authority and/or b) representative of the First Party; that he/she has not been previously dismissed from government service by reason of an administrative offense; that he/she has not already reached the compulsory retirement age of sixty-five (65);
5. That in view hereof, the Second Party is hereby contracted as a Volunteer Teacher for the period of January to June 2025 in consideration of the monthly wage of **Six Thousand Pesos only**, (6000.00), to be paid at the end of the month by the **Brgy. Chairman of Pago, Tanauan Leyte**;
6. That as Volunteer Teacher, the Second Party is expected to perform the following functions:
 - That, the Contractual Personnel shall perform the services specified in Annex A, "Duties and Responsibilities", which is made an integral part of this Contract, herein after referred to as "Service".

- That, the Contractual Personnel shall be under the supervision of **TANAUAN NATIONAL HIGH SCHOOL**;
 - That payment of compensation shall be based on presentation of an original copy of daily time record, duly signed by the Contractual Personnel. Deduction of absences and under time/late shall be based on calendar days.
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IN WITNESS WHEREOF, both parties have hereunto set their hands this _____ day of _____, 2025 at Tanauan Leyte, Philippines.


RICHARD N. LAURENTE
 Secondary School Principal IV


GENECAESAR F. CAIBIO
 Volunteer Teacher

WITNESSES:


CLARESA CAÑEDA
 Asst. Principal II- Designate


JEFFREY DANDAN
 Brgy. Captain

APPROVED:


MARIZA S. MAGAN, CESO V
 School Division Superintendent

ACKNOWLEDGEMENT

Republic of the Philippines)
Municipality of _____) S.S.
Province of TANAUAN, LEYTE)
x-----x

BEFORE ME, a Notary Public for and in the above jurisdiction,
personally appeared the following:

NAME	GOV'T-ISSUED ID	DATE/PLACE ISSUED
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Tanauan National High School
Tanauan, Leyte

<u>Genecaesar F. Caibio</u> Brgy. Pago Tanauan, Leyte	PRC – 2204939	07/04/2024 Tacloban City
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Known to me to be the same persons who executed the foregoing
instrument and acknowledge to me that the same is their own free will and
voluntary act and deed.

This instrument consists of three (3) pages including this page wherein
this Acknowledge is written and is signed by the parties and their instrumental
witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this 13 MAR 2025 day of _____
2025 at _____, Philippines.

ATTY. ISAGANI S. ESPADA

Notary Public

NOTARY PUBLIC
Until December 31, 2026

NC No. 2025-02-108

Roll of Attorneys No. 41391

IBP No. 481324; 01-08-2025

PTR No. 0020525; 01-03-2025

Doc. No. 306 ;
Page No. 69 ;
Book No. X ;
Series of 2023.



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GENECAESAR F. CAIBIO
Contracted Personnel


RICHARD N. LAURENTE
Secondary School Principal IV