



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. 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-

JULIE ANN ORIAS, of legal age, Single/Married, Filipino and with residence and postal address at Brgy. Mahayahay, Albuera, 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 contracts the services of the **SECOND PARTY** as Clerk to perform the functions and deliver the following outputs as follows:

1. Prepares faculty report of actual teaching load and individual faculty workload.
2. Coordinates office and administrative activities particularly storing, retrieving and integrating information.
3. Disseminates department meetings and seminars.
4. Receives and relays IP messages and telephone calls for faculty and staff.
5. Maintains and record filing system of the office.
6. Facilitates the faculty members in using the cumulus website for encoding and printing of grades sheets and class rosters.
7. Maintains cleanliness and orderliness of the office and reception area.
8. Performs other functions as assigned by the department head.

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 a total of 18 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 Five Hundred Fifty-Three Pesos and Forty Centavos (P553.40) 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 its duly authorized representative. The above payments will be charged to General Fund;

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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FM-LEG-03

v1 06-10-2020

No. DTE-011-AN
926-52

THAT this contract shall take effect July 1, 2020 until December 31, 2020 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.

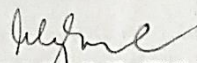
That the effectivity of this contract of services shall be subject to availability of funds and shall be deemed automatically terminated should the source of funds where this contract is charged is already depleted.

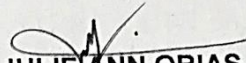
This contract of service may also be terminated by the first party before the end of the stipulated term when the services is no longer needed or whenever the second party violates rules and regulations of the university or for unsatisfactory performance of the task assigned.

IN WITNESS THEREOF, the parties have hereto set their hands this 17 JUL 2020 day of _____, _____ at Baybay City, Leyte, Philippines.

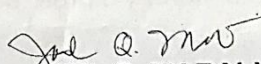
VISAYAS STATE UNIVERSITY
Baybay City


By:

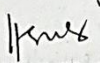

EDGARDO E. TULIN
President
(First Party)


JULIE ANN ORIAS
(Second Party)

Signed in the presence of:

1. 
JOEL Q. MABALHIN
Head, DTE

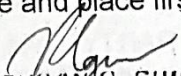
2. 
MYRNA S. PANCITO
Head, Budget Office

3. 
HONEY SOFIA V. COLIS
Head, PRPEO

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 17 JUL 2020 day of _____, _____, personally appeared Dr. Edgardo E. Tulin with ID No. V000522 and Julie Ann Orias with valid ID No. 13-025479490-3, 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, 2020
PTR 376895 - BAYBAY, LEYTE - 1/16/2020
IAP 111875 - TACLOBAN CITY - 1/23/2020
MCLE COMP. NO. 0003619 - 09/22/17
ROLL OF ATTORNEYS NO. 57467

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