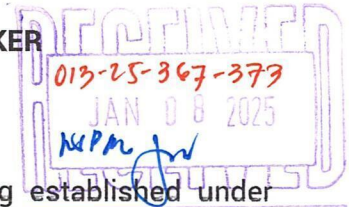




CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER



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-

JULIET E. POSAS, IAN F. GODOY, MARY STEPHANIE D. MAMARIL, JOANAH LOUIELA O. BOLECHE, PATRICE JOI A. DIAZ, JERWIN R. ANINAO of legal age, Single/Married, and **CHRISTOPHER JOHN M. STA. IGLESIA** of legal age, Single/Married, Filipino and with residence and postal address at Brgy. Pomponan, Baybay City, Leyte, Brgy. Kan-ipa Baybay City, Leyte, Zone 1, Baybay City, Leyte, Maslug Baybay City, Leyte, J.P Laurel St. Poblacion Zone 6 Baybay City, Brgy. Badiang Jaro, Leyte, and Brgy. Kilim 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 **Administrative Aide III** to perform the following functions as follows:

JULIET E. POSAS

1. Posts the following payments/payrolls in their individual subsidiary ledgers:
 - a. Job Order payrolls under GF, STF, IGP, PCC and 101T Projects;
 - b. Student assistants' payrolls, scholars and GTA;
2. Prepares monthly list of Job Order and Outsiders tax deductions for BIR remittance
3. Prepares monthly list Job Order and Part-Timer Pag-ibig Remittances.
4. Perform other functions as assigned by supervisors.

IAN F. GODOY

1. Receive, encode, record & Releases vouchers of supplier, PO/PR from departments, appointments, contracts, and other documents etc.
2. Receive and records other documents like, memo circular, notice of meeting, clearance, GSIS, HDMF billings reports, part time, job order, stipend, monthly bills slip, etc.
3. Return voucher and payroll with discrepancies and other related works
4. Perform other functions as assigned by supervisors.

MARY STEPHANIE D. MAMARIL

1. Prepares summary of Income across all funds (i.e. RAF, IGF, BRF & TR);
2. Prepare Collection reports for submission to the Budget Office & COA;
3. Prepare Bank Reconciliation for bank accounts under IGF;
4. Performs other functions as assigned by Supervisors.

JOANAH LOUIELA O. BOLECHE

1. Handle the bookkeeping functions of the Business- Related Fund;
2. Check the accuracy of IGP Reports (Both from IGF and BRF fund clusters);
3. Prepare Financial Statements per IGP project;
4. Assist in other bookkeeping tasks;
5. Performs other tasks as assigned by superior from time to time.

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.

PATRICE JOI A. DIAZ

1. Prepares Report of Collection/Summary of Income of 05-IGF, 06-BRF, 07-TR, VSU Hosp. & Senior HS;
2. Sorts/Segregate paid vouchers for Accounting Files and COA Files under TRUST and IGP funds.
 - a. Photocopy Paid Vouchers and Payrolls for Accounting File for Necessary attachment;
 - b. Provide photocopy of Paid Vouchers and Payrolls requested by Departments/Offices;
 - c. Encode all lacking documents for Cash Files and COA files;
 - d. Monitor all lacking documents for Cash, Accounting and COA references;
 - e. Monitor and prepare all lacking documents that will be submitted to COA;
 - f. Monitor all transmittal/pertinent communications submitted to COA;
3. Submits copies of all paid vouchers to COA;
4. Submits all reports and other pertinent communications to COA;
5. Performs other functions as assigned by Supervisor.

JERWIN R. ANINAO

1. Assess and compute students' fees and issue individual statement accounts as requested and as needed.
2. Compute and add requested subject, RLE, Industrial Practice and other related school fees on the Cumulus One System.
3. Prepare and monitor Assessments, Payments and Balances of all college and graduates' students every semester.
4. Generates and validates assessments slip/Temporary Clearance per semester.
5. Blocked and Unblocked students with delinquencies.
6. Verify and post in-bank payments made by students and prepare monthly collection.
7. Generate payment of collection and prepare Summary Report of Account Receivable every quarter.
8. Update payments of students' account of Junior High School Students.
9. Perform other functions as assigned by supervisors.

CHRISTOPHER JOHN M. STA. IGLESIA

1. Sorts/segregates paid vouchers for Accounting Files and COA files under GF, STF, 101 TRUST and IGP funds;
 - a. Photocopy Paid Vouchers and Payrolls for Accounting File for Necessary attachment;
 - b. Provide photocopy of Paid Vouchers and Payrolls requested by Departments/Offices;
 - c. Encode all lacking documents for Cash Files and COA files;
 - d. Monitor all lacking documents for Cash, Accounting and COA references;
2. Submits copies of all paid vouchers to COA;
3. Submits all reports and other pertinent communications to COA;
- Performs other functions as assigned by 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 & FORTY CENTS (P603.40)** 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 **STF; UNIFAST**

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 13 JAN 2025 at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY
Baybay City

By:


PROSE IVY G. YEPES
President
(FIRST PARTY)



JULIET E. POSAS
(Second Party)


MARY STEPHANIE D. MAMARIL
(Second Party)


IAN F. GODOY
(Second Party)



JOANA H. LOUIELA
(Second Party)



PATRICE JOI A. DIAZ
(Second Party)


JERWIN R. ANINAO
(Second Party)


CHRISTOPHER JOHN M. STA. IGLESIA
(Second Party)

Signed in the presence of:


NICK FREDDY R. BELLO
Head, Accounting Office



HONEY SOFIA V. COLIS
Director, HRAD
JENNIFER E. ANDO
Head, RSPPRO


ALICIA M. FLORES
Head, Budget Office

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 13 JAN 2025, personally appeared **DR. PROSE IVY G. YEPES** with VSU ID no. **V002163** and **JULIET E. POSAS**, **IAN F. GODOY**, **MARY STEPHANIE D. MAMARIL**, **JOANA H. LOUIELA O. BOLECHE**, **JERWIN R. ANINAO**, **PATRICE JOI A. DIAZ** and **CHRISTOPHER JOHN M. STA. IGLESIA** with Valid ID No. **Philhealth 13-250357003-7**, **Driver's license H12-18-002-043**, **Philhealth No. 13-025563738-0**, **Philhealth No. 13-025494812-9**, **No. 13-250570465-0**, **No. 5136-8327-1479-6724** and **No. 13-050086098-8**, 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.


ATTY. VIVIAN C. MARIANO-VIDALLON
Notary Public
ROLL NO. 62930
NC NO. B-23-12-06 UNTIL DECEMBER 31, 2025
PTR NO. BC 0326352, 1/2/25, BAYBAY CITY, LEYTE
IEP NO. 495374, 1/2/25, LEYTE
MCLE COMPLIANCE NO. VIII-0014132

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Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.