



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**HUMAN RESOURCE MANAGEMENT OFFICE**



## CONTRACT OF SERVICE

**KNOW ALL MEN BY THESE PRESENTS:**

This contract was made and entered by and between

The **EASTERN VISAYAS STATE UNIVERSITY**, a government institution of higher learning established under R.A. 9311 on August 7, 2004, with office address at Salazar Street, Quarry District, Tacloban City, Philippines, herein represented by **DENNIS C. DE PAZ, Ph.D.**, University President, herein referred to as the **"FIRST PARTY" (UNIVERSITY);**

And-

**RUVILYN A. IDLISAN**, of legal age, single, Filipino, and with residence at Barangay Tagak, Carigara, Leyte hereinafter referred to as the **"SECOND PARTY"**

**WITNESSETH:**

1. That the University requires the services of the Second Party who shall perform work not performed by the regular personnel of the University;
2. That the Second party has signified his/her intention, which the University has accepted, to provide the service needed by the latter;
3. That the Second Party possesses the education, experience, and skills required to perform the job as described herein;
4. That the Second Party hereby attests that he/she is not related within the third degree of consanguinity to the: 1) hiring authority and/or; 2) representative of the University; that he/she has not been previously dismissed from government service because of an administrative case;
5. That in view whereof and the exigency of public service, the Second Party is hereby contracted as an **ADMINISTRATIVE AIDE I (Main Library - Reference & Filipiniana)** from **July 1, 2023, to September 30, 2023**, in consideration of the daily rate of Five Hundred Three Pesos **₱503.00** to be paid on during the 15<sup>th</sup> and 30<sup>th</sup> day of the month;

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6. That as an **ADMINISTRATIVE AIDE I (Main Library - Reference & Filipinoiana)** the Second Party is expected to perform the following functions:
- Provide and take charge of customer service to all library clients specifically on items lost and found area
  - Provide a bibliographic or list of references for the College of Education and College of Arts and Sciences program and other related documents necessary for library evaluation
  - Monitor and shelf book reading and maintain the collection of relevant and accurate reference sources under the area of assignment
  - Take charge of distribution and sending questionnaires in an online survey and make narrative reports for library improvement
  - Take charge of bulletin board display and other advertisements for library awareness
  - Attend and help library clients find/locate the necessary information they need
  - Establish good relationships among clients and library staff
  - Perform statistics and submit a narrative report based on the result for the improvement of the services
  - Conduct inventory, and shelf reading under the area of assignment for easy retrieval
  - Assist in executing other related duties & related procedures assigned by the immediate supervisor and higher authorities
7. That the second party shall perform work at a time and schedule to be agreed upon by both parties;
8. That it is understood that the contract does not create an employer-employee relationship between the University and the Second Party, that the services rendered hereunder are not considered and as the basis for entitlements to leave privileges and other benefits enjoyed by the regular personnel of the University.
9. Notwithstanding the fixed duration of this contract, the services of the Second Party may be terminated earlier than the expiration date due to unsatisfactory service, unavailability of funds, early completion or discontinuance of the project, or other reasons within the control of the Second Party.


IN WITNESS WHEREOF, both parties have hereunto set their hands this 19<sup>th</sup> day of June 2023 at Tacloban City, Leyte

**EASTERN VISAYAS STATE UNIVERSITY**

**SECOND PARTY**

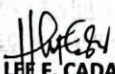
BY:

BY:

  
**DENNIS C. DE PAZ, Ph.D.**  
University President

  
**RUVELYN A. IDLISAN**

**SIGNED IN THE PRESENCE OF**

  
**HONEY LEE F. CADAVIS, MM**  
HRMDO

  
**BENEDICTO T. MANTANTE JR., Ph.D**  
VP for Administration and Finance

FUNDS AVAILABLE

  
**CHRISTIAN A. BOCO, CPA**  
OIC-Head, Accounting Office

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### ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES )  
Province of Leyte ) S.S.  
City of Tacloban )

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

NAME	COMPETENT EVIDENCE OF IDENTITY	ID NUMBER	DATE/PLACE ISSUED
DENNIS C. DE PAZ, Ph.D.	EMPLOYEE I.D.	D062695DC	06/26/1995, EVSU
RUVILYN A. IDLISAN	EMPLOYEE I.D.	I100322BA	10/10/2022, EVSU

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

This instrument consists of (3) pages including this page wherein this acknowledgment is written and signed by the parties and their instrumental witness on every page thereof.

WITNESS MY HAND AND SEAL, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at IL-City  
Philippines.

ATTY. EDWIN Y. CHUA

NOTARY PUBLIC  
Until Dec. 31, 2024

Appointment No. NC-2023-01-75

PTR No. 1440307

Roll No. 35352

IDR License No. 435793

Doc. No. 3418 :  
Page No. 70 :  
Book No. 20 :  
Series of 2027 2027 :

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