



**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. EDGARDO E. TULIN**, hereinafter referred to as the **FIRST PARTY**;

-and-

**VICTOR FELINO C. CALUNANGAN, JENNY M. COSI, JESSICA NIÑA P. LESIDAN, FRANZ JOSEPH B. NAYRE, MARIAN G. SACRO AND STEPHEN JUNE P. SANTOS** of legal age, Single/Married, Filipino and with residence and postal address at 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 contracts the services of the **SECOND PARTY** as **Clerk** to perform the functions and deliver the following outputs as follows:

**Victor Felino C. Calunangan, Jenny M. Cosi, Jessica Niña P. Lesidan and Marian G. Sacro**

- Updates student's permanent record of assigned courses for enrollment and graduation purposes;
- Processing application for verification of records/ grades/ deficiencies;
- Checks and evaluate records of candidate for graduation of assigned courses;
- Prepare list candidates for graduation and furnish copies to the department/ college deans;
- Prepares individual notices of deficiencies of applicant for graduation;
- Preparation of transcript of records, transfer credential and certification;
- Prepares CAV of VSU graduates;
- Prepare and issues checklist with grades to students;
- Prepare enrolment forms;
- Prepare permanent records of new students;
- Process applications for adding, changing and dropping of subjects;
- Requests / follow-up of form 137-A, TOR and other related credentials;
- Compute and determine candidates for latin honors;
- Perform other tasks/duties assigned by the registrar.

**Franz Joseph B. Nayre**

- Takes charge in scanning permanent records of students
- Takes charge in opening emails for the registrar's office



- c) Assists the work of the records section in filing students' documents in the permanent record
- d) Do other duties as maybe assigned by the Registrar.

**Stephen June P. Santos**

- a. Arrange and sort permanent student record envelopes and ensure that they are secured.
- b. Retrieve student records needed by the course-in-charge for the preparation of Certifications, TOR and Transfer Credentials.
- c. Files approved completion, leave of absence, readmission, shifting, withdrawal, dropping/adding/changing forms, Form 137-A/transfer credentials and other related documents into the permanent record envelopes.
- d. Verify grades and issue copies of grades to students.
- e. Reproduce all forms used at the Registrar's Office.
- f. Prepare compilation of official list, grade sheets and other documents ready for binding.
- g. Performs other functions as directed by the supervisor.

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. 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; GA45**

THAT this contract shall take effect **January 1, 2022** until **June 30, 2022** 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.

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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 \_\_\_\_\_, \_\_\_\_\_ at Baybay City, Leyte, Philippines.

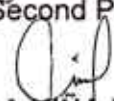
VISAYAS STATE UNIVERSITY  
Baybay City

By:

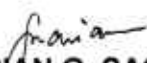
  
**EDGARDO E. TULIN**  
President  
(First Party)

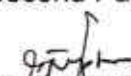
  
**VICTOR FELINO C. CALUNANGAN**  
(Second Party)

  
**JENNY M. COSI**  
(Second Party)

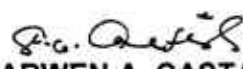
  
**JESSICA NINA P. LESIDAN**  
(Second Party)

  
**FRANZ JOSEPH B. NAYRE**  
(Second Party)

  
**MARIAN G. SACRO**  
(Second Party)

  
**STEPHEN JUNE P. SANTOS**  
(Second Party)

Signed in the presence of:

1.   
**MARWEN A. CASTAÑEDA**  
Head, OUR

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

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



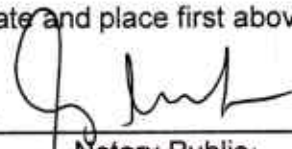
REPUBLIC OF THE PHILIPPINES )  
PROVINCE OF LEYTE ) S.S.  
CITY OF BAYBAY )

FEB 09 2022

BEFORE ME, a Notary Public for and in the City of Baybay, Leyte, Philippines, this \_\_\_\_th day of \_\_\_\_\_, 2022, personally appeared Dr. Edgardo E. Tulin with ID No. V000522 and Victor Felino C. Calunangan, Jenny M. Cosi, Jessica Niña P. Lesidan, Franz Joseph B. Nayre, Marian G. Sacro and Stephen June P. Santos with valid ID No. H12-14-000021, 17-050080948-8, 13-250378437-1, H12-15-002144, 13-252952848-9, and H12-20-001678, 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.

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Page no. 24  
Book No. LV  
Series of NV

  
\_\_\_\_\_  
Notary Public  
ATTY. EDEN B. CRANEZ  
Notary Public for the Province of Leyte, City of Baybay  
N.C. No. B-19-01-04, February 5, 2019  
(Extended Until June 30, 2022)-B.M. 3795  
R. Magbaysay Avenue, Baybay City, Leyte  
PTR No. 916500803-01/03/22  
IBP No. 183267-01/03/22  
TIN No. 207-628-029  
Roll No. 42391  
MCLE Compliance No. VI-0011115

*Sic. Amfif*

*Jose*

*Ed*

*JP*

*frayre*

*forian*

*and gipin*

*gnd*

*supre*