



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-

JHONE RONELLE G. MAAGHOP, of legal age, Married, Filipino, and with residence and postal address at Apt 87, kilbourne st, vsu, baybay City Leyte, Philippines, hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the FIRST PARTY is in need of persons who can provide Computer Programming 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 **Computer Programmer III** to perform the functions and deliver the following outputs as follows:

- a. Develop and Program the following assigned Information Systems:
 - i. HRIS Core Back-end and front-end codebase
 - ii. Recruitment, Selection and Placement Module
 - iii. Electronic Personal Data Sheet
 - iv. Plantilla Management Module
 - v. eService Records Module
 - vi. Service Performance Module
- b. Assist Computer Operator on preparing technical documentation and Draft user manual prior to production,
- c. Runs and monitors system/software performance tests, stability and reliability on new and existing programs for the purpose of bug reporting, correcting/fixing errors, testing across multiple browser/platforms, isolating areas for data structures being maintained, improvement, and general debugging,
- d. Resolves problems with software products or in-house software systems ,
- e. Assists in the preparation and documentation of system requirements, specifications, user manual, and change request,
- f. Supports users on change control and system updates,
- g. Keeps updated with technical and industry developments,
- h. Version control handler, tracks branches and commits of Jr. programmers,
- i. Endorse code Pull Request to supervisory prior to deployment to production server(s) ,
- j. Test developed code in staging platform prior to deployment to production server(s) ,
- k. Rectify errors, bugs and cosmetics or UI flaws found by the QA or reports from the end users ,
- l. Train and orient end-users of the developed system prior to User Acceptance and deployment
- m. Performs other functions assigned 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 for and in consideration of the foregoing service, the FIRST PARTY binds itself to pay the SECOND PARTY in the amount of **FORTY-NINE THOUSAND SIXTY ONE PESOS ONLY (P49,061.00)** each per month inclusive of 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 **Management Information System (MIS) Project;**

THAT this contract shall take effect **July 01, 2024** until **December 31, 2024** 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.

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 02 JUL 2024 at Baybay City, Leyte, Philippines.


VISAYAS STATE UNIVERSITY
Baybay City

By:



PROSE IVY G. YEPES
President
(First Party)


JHONE RONELLE G. MAAGHOP
(Second Party)

Signed in the presence of:


1. **ELWIN JAY V. YU**
VP for Admin & Finance


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


3. **JENNIFER E. ANDO**
Head, RSPPRO

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 02 JUL 2024 day of _____, 2024, personally appeared **DR. PROSE IVY G. YEPES** with **VSU ID No. V002163** and **Jhone Ronelle G. Maaghop** with valid ID No. **H12-16-002200**, 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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NOTARY PUBLIC **ATTY. RYAN C. GUINOCOR**
Notary Public
Until December 31, 2024
PTR No. 0211113- Baybay, Leyte- 01/04/2024
IBF No. 395067- Tacloban City- 01/03/2024
Roll of Attorneys No. 57467
MCLE No. VII-0022195-01/11/2025
Visca, Baybay City, Leyte