

JOB ORDER

DEPARTMENT OF AGRICULTURE, Regional Field Office No. VIII, Tacloban City

Agency

JO No.:

Date:

PR No.:

21025

July 19, 2021

STO-21-07-16-0578

Supplier: IRAH MAY E. JAMIN

Address: Naval, Biliran

Gentlemen: Please execute the Job Order called for our canvass dated July 16, 2021 which was awarded to you.

PARTICULARS

QTY UNIT COST AMOUNT

JOB ORDER:

To provide the labor services in the Preparation and Extraction of Soil Samples used in the Method Validation and Chemical Analysis of the Various Parameter of the Regional Soils Laboratory (pH, Nitrogen, Phosphorus, and Potassium) to be conducted August-October, 2021

49,400.00

Qualifications Standards:

1. College Graduate of BS Chemistry/BS Agricultural Chemistry.
2. Has willingness to do the work with initiative.
3. Has a positive attitude toward his job.
4. Can work independently even with pressure.

Scope of Work:

1. Preparation of soil samples
 - a. Drying - 200
 - b. Pulverizing - 200
 - c. Bagging - 200
2. Preparation of chemicals used for analysis
 - a. Mixing - 30
 - b. Titrating - 30
 - c. Standardizing - 30
3. Assist in pH and Nitrogen Analysis
 - a. Extraction - 200
 - b. Quality Control - 200
4. Preparation and signifying of laboratory results for releasing;
No. of laboratory results prepared and signified - 200
5. Performing other functions as required.

Terms and Conditions:

1. Wage payment shall be made on monthly basis subject to the availability of funds.
2. Wages shall be subjected to mandatory personnel withholding taxes.
3. That there shall be no employer-employee relationship between him/her and the hiring agency during the duration of the contract.
4. The duration of the contract shall be on August-October 2021.
5. That whenever required to work beyond office hours and during Saturdays, Sundays or Holidays.

(Total Amount in Words)

49,400.00

Where the contractor refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted is hereby in default under the contract, the contractor shall pay the procuring entity for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of contract, equal to at least 1/10 of 1% of the cost of the unperformed portion of the works for every day of delay.

I HEREBY CERTIFY that the price and specifications of the above articles were duly authenticated by the BAC/BAC3

Conforme:

IRAH MAY E. JAMIN
(Signature over printed name)

Date:

August 02 2021

Funds Available:

FRANCES GLYNIS B. BENITEZ, CPA
Regional Accountant

Approved:

LARRY U. SULTAN, JD
for Operations & AMIA Regional F

Amount:

₱ 49,400.00

CERTIFIED XEROX COPY

JOB ORDER

= 21 - 53293

DEPARTMENT OF AGRICULTURE, Regional Field Office No. VIII, Tacloban City

RECEIVED
Agency

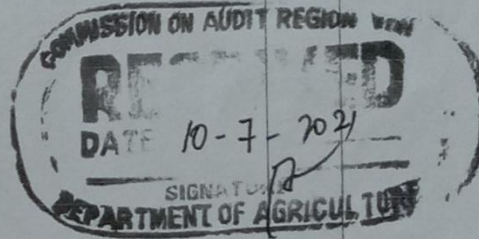
28 SEP 2021

 JO No.: 21-1423
 Date: September 20, 2021
 PR No.: STO-21-09-09-0662

 Supplier: IRAH MAY E. JAMIN ✓
 Address: Naval, Biliran

Gentlemen: Please execute the Job Order called for our canvass dated September 09, 2021 which was awarded to you.

PARTICULARS	QTY	UNIT COST	AMOUNT
JOB ORDER:			
To provide the labor services in the Preparation and Extraction of Soil Samples used in the Method Validation and Chemical Analysis of the Various Parameter of the Regional Soils Laboratory (pH, Nitrogen, Phosphorus, and Potassium) to be conducted November-December, 2021			32,900.00
Qualifications Standards :			
1. College Graduate of BS Chemistry/BS Agricultural Chemistry.			
2. Has willingness to do the work with initiative.			
3. Has a positive attitude toward his job.			
4. Can work independently even with pressure.			
Scope of Work:			
1. Preparation of soil samples			
a. Drying - 134			
b. Pulverizing - 134			
c. Bagging - 134			
2. Preparation of chemicals used for analysis			
a. Mixing - 20			
b. Titrating - 20			
c. Standardizing - 20			
3. Assist in pH and Nitrogen Analysis			
a. Extraction - 134			
b. Quality Control - 134			
4. Preparation and signifying of laboratory results for releasing;			
No. of laboratory results prepared and signified - 134			
5. Performing other functions as required.			
Terms and Conditions:			
1. Wage payment shall be made on monthly basis subject to the availability of funds.			
2. Wages shall be subjected to mandatory personnel withholding taxes.			
3. That there shall be no employer-employee relationship between him/her and the hiring agency during the duration of the contract.			
4. The duration of the contract shall be on November-December 2021.			
5. That whenever required to work beyond office hours and during Saturdays, Sundays or Holidays.			



(Total Amount in Words)

32,900.00

Where the contractor refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted is hereby in default under the contract, the contractor shall pay the procuring entity for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of contract, equal to at least 1/10 of 1% of the cost of the unperformed portion of the works for every day of delay.

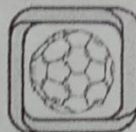
I HEREBY CERTIFY that the price and specifications of the above articles were duly authenticated by the BAC/BAC3.

 Conforme: IRAH MAY E. JAMIN
 (Signature over printed name)

Date: 10-06-2021

Approved:

LARRY D. SULTAN, JD



CONTRACT FOR TEACHING SERVICES
(Job Order Status)

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-

IRAH MAY E. JAMIN of legal age, female, Filipino and residing at **San Pablo, Naval, Biliran** hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the FIRST PARTY is in need of one with the desired expertise who will teach **Chem 120.1; Chem 132.3** subjects at the **Department of Pure and Applied Chemistry**, VSU, Baybay, Leyte during the **1st Semester, SY 2020-2021** at **P156.00** per hour of actual service plus preparation pay per subject only (not to exceed four preparations), the total amount received for one month should not exceed the monthly salary of an equivalent regular position of Instructor I;

WHEREAS, due to the health pandemic caused by COVID-19 wherein the health protocol to prevent the spread of the virus will no longer allow the face to face classroom instruction is and thus, the need to use flexible learning modalities;

WHEREAS, aside from tasks in relation to the preparation of the learning materials/modules, there is also a need for the services of some part time faculty members to assist in doing preparatory works before the modules can be made available to the students;

WHEREAS, due to the change of learning modality, faculty members, both regular and those hired on part time status, need to study their topics and enhance their teaching strategies to effectively deliver their lessons to their students particularly during the period from August until the actual start of classes on October 5, 2020;

WHEREAS, the SECOND PARTY possesses the needed expertise to undertake the aforementioned job and is willing to be paid on a per hour basis;

Now, THEREFORE, premises considered, the parties hereto have hereby agreed as they have agreed under the terms and conditions, as follows:

THAT the SECOND PARTY hereby undertakes the aforementioned job under the direct supervision of the FIRST PARTY or duly authorized representative, such as:

- A. Perform various preparatory works as assigned by the department head prior to opening of classes starting August but not beyond October 2, 2020, the TOTAL NUMBER OF HOURS THE FACULTY MAY BE ALLOWED TO WORK during this period shall NOT EXCEED THE AVERAGE MONTHLY CONTACT HOURS OF HIS/HER TEACHING LOAD FOR FIRST SEMESTER SY 2020-2021 as certified by the University Registrar (total contact hours divided by 5 months), to perform the following tasks/functions;