

The total number of hours to be paid per semester shall not exceed the maximum contact hours of her/his teaching load for the 1st semester of SY 2024-2025 plus the number of spent attending the Faculty Onboarding conducted on August 9, 2024 until August 12, 2024, as certified by the University Registrar and the Office of the Director of Instruction and Evaluation, respectively.

- Monthly payment shall be supported with a Daily Time Record (DTR) and monthly accomplishment report of the SECOND PARTY, as certified by the Department Head on all the mandated teaching tasks as enumerated in the paragraph 5, items 1 to 11.
- The last month's salary shall also be supported with a certification that the SECOND PARTY has complied with his/her responsibilities stipulated in paragraphs 5, items 12-14, re: submission of grades to the Registrar's Office, turning over of hard copies of class records, and clearance from the University.
- Preparation pay shall be released at the last month of the semester and will be computed, as follows:

Lecture subjects:

Preparation pay = number of preparations x .33 x rate per hour x contact hours

Laboratory subjects:

Preparation pay = number of preparations x .11 x rate per hour x contact hours

THAT in the event the SECOND PARTY pre-terminates this contract without reasonable cause he shall be made to pay a penalty of Fifty Thousand Pesos (P50, 000.00) without prejudice to filing a case against him for breach of contract.


THAT the SECOND PARTY shall preserve the confidentiality of data and other information pertaining to the University, its faculty, staff, and students. Any disclosure and divulgement of confidential information (including grades, personal information kept on computer or other media, research, technologies and manuals) made unlawfully outside the proper course of duty will be grounds for contract termination without prejudice to filing of an appropriate case in Court. The confidentiality clause still applies even if the SECOND PARTY is no longer connected with the VSU unless the University gives its expressed consent.


THAT the SECOND PARTY shall at all times adhere to all the existing policies, rules and regulations of the University.

THAT this agreement shall not in any manner result to any employer-employee relationship between the parties.

IN WITNESS WHEREOF, we have hereunto affixed our signatures this 22 AUG 2024 day of 2024, at Baybay, Leyte, Philippines.


By:



PROSE IVY G. YEPES
President
(First Party)


GEOFFREY T. OCIONES
(Second Party)

Signed in the presence of:


CHERYL C. BATISTEL
Dept. Head, DBS


ALICIA M. FLORES
Head, Budget Office


HONEY SOFIA V. COLIS
Director, HRMO

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

BEFORE ME, this 22 AUG 2024 day of 2024, personally appeared **Dr. Prose Ivy G. Yepes** valid w/ valid ID No. V002163 and **Geoffrey T. Ociones** with valid ID No. 2457-1608-9520-7532- National ID known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed.

This instrument consisting of two pages including this acknowledgement has been signed by the parties and their witnesses and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on the date and place first above written.

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ATTY. RYSAN C. GUINOCOR

Notary Public

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-0022195-04/14/2025

Visca, Baybay City, Leyte