

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 Leyte State University by virtue of Republic Act No. 9158, and then 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-

JULIE ANN ORIAS of legal age, single, Filipino and with residence and postal address at Brgy. Guadalupe, Baybay City, Leyte, hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the FIRST PARTY is in need of persons who can provide support services that 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:

THAT the SECOND PARTY shall perform the functions and deliver the following outputs as follows:

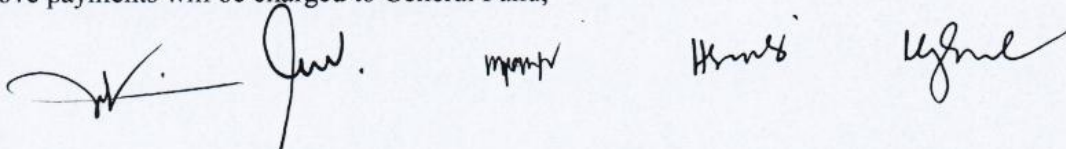
- a. Prepares faculty report of actual teaching load and individual faculty workload.
- b. Coordinates office and administrative activities particularly storing, retrieving and integrating information.
- c. Disseminates department meetings and seminars.
- d. Receives and relays IP messages and telephone calls for faculty and staff.
- e. Maintains and record filing system of the office.
- f. Facilitates the faculty members in using the cumulus website for encoding and printing of grades sheets and class rosters.
- g. Maintains cleanliness and orderliness of the office and reception area.
- h. Performs other functions as assigned by the department head.

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;

THAT the SECOND PARTY shall perform the above-listed functions for a total of Twenty One (21) days per month at not less than six (6) 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 Php 9,659.35 per month.

THAT 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 total amount of payment shall be adjusted should the SECOND PARTY fail to meet the maximum number of days and hours of service. The above payments will be charged to General Fund;



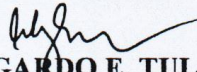
THAT this contract shall take effect from OCTOBER 1, 2019 until DECEMBER 31, 2019 and may be renewed only upon recommendation of the head of the unit/department/office, duly supported with a copy of an evaluation report as to the quality of services rendered and quantity of the outputs delivered by the SECOND PARTY during the service contract period.

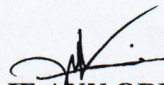
THAT the effectivity of this contract of services shall be subject to availability of funds and, upon recommendation of the FIRST PARTY, shall be deemed automatically terminated when the fund where this contract is charged is depleted;

This Contract of Service may also be terminated by the FIRST PARTY before the end of the stipulated term whenever the SECOND PARTY violates rules and regulations of the University, or on the grounds of unsatisfactory performance;

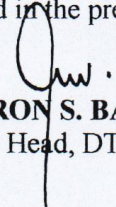
IN WITNESS THEREOF, the parties have hereto set their hands this 18 OCT 2019 of _____, 2019 at Baybay City, Leyte, Philippines.

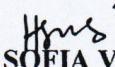
VISAYAS STATE UNIVERSITY
Baybay City

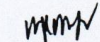
By: 
EDGARDO E. TULIN
President
(First Party)


JULIE ANN ORIAS
(Second Party)

Signed in the presence of:


BAYRON S. BARREDO
Head, DTE

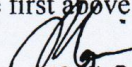

HONEY SOFIA V. COLIS
Head, PRPEO


MYRNA S. PANCITO
Head, Budget Office *340*

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 18 OCT 2019 day of _____, 2019, personally appeared Dr. Edgardo E. Tulin with VSU ID No. V000522 and Ms. Julie Ann Orias with valid ID No. 13-025479490-3 respectively, 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.


ATTY. RYSAN C. GUINOCOR
NOTARY PUBLIC
NOTARY PUBLIC
UNTIL DECEMBER 31, 2020
PTR 27762-LE - BAYBAY CITY, LEYTE - 1/25/19
IRF 048243 - TAGLOREAN CITY - 1/10/19
HJF COMP. NO. VI-0003519 - 09/22/17
ROLL OF ATTORNEYS NO. 57467

Doc. No. 352
Page no. 71
Book No. XXV
Series of 2019