



**SOUTHERN LEYTE
STATE UNIVERSITY**

Main Campus, San Roque, Sogod, Southern Leyte
Email: president@southernleytestateu.edu.ph
Website: www.southernleytestateu.edu.ph



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SERVICE CONTRACT FOR JOB ORDER

This service contract is executed by and between:

SOUTHERN LEYTE STATE UNIVERSITY (SLSU), a chartered institution of higher learning with office address at San Roque, Sogod, Southern Leyte, represented by its University President, **DR. JUDE A. DUARTE**, hereinafter referred to as the **"First Party"**;

-and-

SHAYLENE B. MANAPSAL, of legal age, single, Filipino with residence at **Brgy. Linao, Inopacan, Leyte** hereinafter referred to as the **"Second Party"**.

-WITNESSETH-

WHEREAS, the **First Party** is in need of the services of the **Second Party** who shall perform work as a job order **Project-based Research Staff** in the research Innovation and Extension Office.

WHEREAS, the **Second Party** has signified his/her intention to provide the services needed by the **First Party**, which the latter has accepted.

WHEREAS, the **Second Party** is found to possess the education, experience, or skills required to perform the job as described herein.

WHEREAS, the **Second Party** hereby attests that: (1) He/she is not related within the 3rd civil degree of consanguinity or affinity to the hiring or recommending officer/authority, the prospective immediate supervisor, or the University President; (2) He/she has not been previously dismissed from government service by reason of an administrative offense; (3) He/she has not reached the compulsory retirement age of 65.

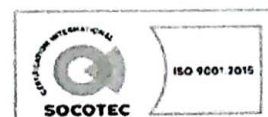
NOW THEREFORE, for and in consideration of the foregoing premises, the **First Party** hereby engages the services of the **Second Party** under the following terms and conditions:

1. It is mutually understood that this contract does not establish an employer-employee relationship between the parties, and any service rendered by the **Second Party** under this contract shall not be considered as government service.
2. This contract shall be effective from **August 19, 2024 to December 31, 2024**.
3. In consideration of the service, the **Second Party** will receive a daily wage of **FIVE HUNDRED NINETY-FIVE PESOS (P595.00)** inclusive of taxes; to be paid on a bimonthly basis, subject to the "NO WORK, NO PAY" policy.
4. For purposes of payment for services rendered, the **Second Party** shall be required to submit Daily Time Records showing the actual number of hours/days worked with the corresponding accomplishment reports twice a month. Processing of payment shall be subject to the usual Government Accounting and Auditing rules and regulations.
5. The **Second Party** shall perform the following duties:

Duties and Responsibilities of the Project-based Research Staff

Assist the researchers in the conduct of the projects under the Program Research-based technologies for incubation, transfer, and commercialization.

- Assist in collecting data through various methods, inputting it into digital formats, and organizing and maintaining datasets to ensure confidentiality.
- Conduct experiments as directed by the research team and analyze data using statistical software and other analytical tools to interpret data and derive conclusions.
- Responsible for keeping detailed records of research methods, procedures, and findings, drafting research reports, summaries, and other documentation, and assisting in the creation of presentations for conferences, seminars, or meetings.
- Serve as technical support and assist in setting up, calibrating, and maintaining laboratory or field equipment





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BAGONG PILIPINAS

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- Prepares and submits ethics approval applications and ensures that all research activities comply with institutional and governmental regulations.
 - Works collaboratively with other research assistants, researchers, and faculty members.
 - Facilitate and participate in workshops and training sessions
 - Prepare Purchase Request, Vouchers, PPMP and any other documents relative to the implementation of the project.
 - Prepare and draft manuscripts for Journal Publications.
6. At times and schedules set by the First Party, the Second Party is required to report to work eight (8) hours a day for five (5) days a week or a total of forty (40) hours per week; except during Holidays and work suspensions. In the exigency of service and by virtue of written authority from the First Party, the Second Party may be required/authorized to render work beyond the required working hours/days, or during Holidays/work suspensions which shall be compensated in the same manner as the regular hourly/daily wage rate.
 7. The Second Party shall not be entitled to the benefits & leave privileges enjoyed by the employees of the First Party but is entitled to traveling allowance and reimbursement of transportation expenses incurred in connection with authorized official travel outside of the official work station, subject to the limitations set in applicable laws, rules, and regulations.
 8. The Second Party shall be bound by the First Party's office policies which include but are not limited to the following: punctuality, loafing, no smoking policy, and attendance to flag ceremonies.
 9. The Second Party shall not disclose any confidential information acquired in the course of or by reason of this Contract of Service. Neither shall the Second Party alter, falsify, conceal, destroy, or mutilate any public and/or official record that may come to his/her possession. These duties shall continue and subsist even after the termination of this contract.
 10. At the end of the contract period and as a pre-condition for payment of his/her last wage, the Second Party is required to submit a duly accomplished clearance.
 11. Notwithstanding the fixed duration of this contract, the services of the SECOND PARTY may be terminated earlier due to violation of the terms and conditions of this contract; misrepresentation; unsatisfactory service; habitual tardiness/absences; unavailability of funds; act/acts or omissions that cause or tend to cause prejudice/damage to the First Party or its reputation; and commission of acts which constitute as grave or less grave offenses under civil service laws.
 12. Expenses for the notarization of this contract shall be borne by the Second Party.

IN WITNESS WHEREOF, the parties have affixed their signatures this SEP 20 2024 in Sogod, Southern Leyte.

FIRST PARTY

JUDE A. DUARTE, DPA
University President, SLSU

SECOND PARTY

SHAYLENE B. MANAPSAL
Job Order – Project-Based Research Staff

SIGNED IN THE PRESENCE OF:

CHRISTINE ALMA MAE N. DAGUPLO, CPA, DM
Chief Administrative Officer - FMO

DEWOOWOOGEN P. BACLAYON, PhD
Vice President for Administration and Finance

FUNDS AVAILABLE:

RUMALYN J. TERO, CPA
Accountant III



STARS
RATING SYSTEM

