

ACCOUNTING

CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered 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. PROSE IVY G. YEPES, hereinafter referred to as the FIRST PARTY;

and-

<u>REGGIE BOREGON ABABAT</u> of legal age, <u>Single/Married</u>, and, Filipino and with residence and postal address at Brgy. San Agustin, Baybay City Leyte, hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the FIRST PARTY is in need of persons who can provide administrative support 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 contracts the services of the SECOND PARTY as <u>Administrative Aide</u> <u>III</u> to perform the functions and deliver the following outputs as follows:

- Sorts/Segregate Paid Vouchers and Payrolls for Accounting Files and COA Files under 05-Internally Generated Fund, 06- Business-Related Fund and 07-Trust Receipts;
 - a. Photocopy Paid Vouchers and Payrolls for Accounting File for Necessary attachment;
 - b. Provide photocopy of Paid Vouchers and Payrolls requested by Departments/Offices;
 - c. Encode all lacking documents for Accounting Files and COA Files;
 - d. Monitor all lacking documents for Cash, Accounting and COA references;
 - e. Monitor and prepare all lacking documents that will be submitted to COA;
 - f. Monitor all transmittal/pertinent communications submitted to COA;
- 2. Submits copies of all paid vouchers to COA;
- 3. Submits all reports and other pertinent communications to COA;
- 4. Performs other functions as assigned by 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 SIX HUNDRED THREE & FORTY CENTS (\$\mathbb{P}603.40)\$ per day inclusive of premium at not less than 8 hours per day based on the work schedule as prescribed by the hiring department/office/center/unit;

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 it's duly authorized representative. The above payments will be charged to **STF**;

THAT this contract shall take effect **July 21, 2025**, until **December 31, 2025**, 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.



ACCOUNTING

Visayas State University, VPGG+Q70, Baybay City, Leyte Email: accounting@vsu.edu.ph Website: www.vsu.edu.ph

ATTY VIVIA

Phone: +63 53 565 0600 Local 1006

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No. 2025-43

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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.

That 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.

2 6 JUL 2025

IN WITNESS THEREOF, the parties have hereunto set their hands this at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY **Baybay City**

By:

PROSE IVY G. YEPES

President (First Party) REGGIE BOREGON ABABAT (Second Party)

Signed in the presence of:

Head, Accounting

Head, Budget Office

G. **ALCOBER** Head, RSPPRO

REPUBLIC OF THE PHILIPPINES PROVINCE OF LEYTE

CITY OF BAYBAY

Doc. No.

Page no.

Book No.

Series of

) S.S.

BEFORE ME, a Notary Public for and in the City of Baybay, Leyte, Philippines, this ____th day of 20 JUL 2025 ___, personally appeared Dr. Prose Ivy G. Yepes with VSU ID No. 002163 and REGGIE BOREGON ABABAT, with valid ID, PhilHealth No. 13-253214962-6, and 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.

Notary Public

y Public

II No. 62930

NC No. 45-23 12-06 until December 31, 2025 PTR No. BC 0326352, 1/2/25, Baybay City, Leyte IBP No. 495374, 1/2/25, Leyte

MCLE Compliance No. VIII-0014132

Vision: Mission: A global green university providing progressive leadership in agriculture, science & technology, education,

and allied fields for societal transformation.

To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.

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No. 2025-02

VISAYAS STATE UNIVERSITY PERSONAL DATA SHEET For Job Order Workers

Print legibly. Mark app	propriate boxes	rith " ☑ " and us	se separa	te sheet if	necessary	٧.			-	
1. SURNAME	A B A B	A T	1 1					1 1		-
FIRST NAME	R E G G	E		1 1 1						
MIDDLE NAME	BIOIRIE	G O N		1 1	1 1 1		2, NAME	EXTENSION (e.	DADAT DEC	OIL BODEOU
3. DATE OF BIRTH (mm/dd/yyyy) 11/10/200			0	11. PRESENT ADDRESS		ABABAT, REGGIE BOREGO				
4. PLACE OF BIRTH	SAN AGUSTIN BAYBAY					SAN AGUSTIN B	AYBAY CITY, LE	YTE		
5. SEX	☑ Male ☐ Female									
6. CIVIL STATUS	Single ☐ Widowed ☐ Separated ☐ Separated			12. ZIP CODE		6521				
				13. TEL NO./CEL NO.		09658844805 / 09466991471			1	
	Annulled Others			14. PHILHEA	ALTH NO.				214962-6	
7. CITIZENSHIP	FILIPINO	9. WEIGHT (kg)	60	15. TIN				745-287-237-00000		
8. HEIGHT (m)	175	10. BLOOD TYPE A+		16. PAG-IBIG ID NO.		121330531755				
				17. EMAIL AD	DDRESS	THE RESIDENCE OF THE PARTY OF T			pat29@gmail.com	
8 SPOUSE'S SURNAME	N/A					18. NAME OF (HILD (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME	N/A					N/A			N/A	
MIDDLE NAME	N/A			N/A		N/A		N/A		
19. HIGHEST EDUCATION	AL ATTAINMENT	[] Elementary (Grade								
(Please check, and un	derline the specific)	[] High School (1st, 2	nd, 3rd, 4th	, Graduated)						
		College (1st, 2nd, 3		aduated).						
		Degree/Course:	540							
0. CAREER SERVICE ELI	GIBILITY	☑ Professiona		Sub-Prof	fessional		□ Others,	Specify:		
21. WORK EXPERIENCE INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full)			DEPARTMENT / AGENCY / OFFICE / COMPANY /PROJECT (Write in full)		SALARY (Daily or Monthly)	STATUS OF APPOINTMENT (Perm/Temp/ Job Order)	GOVT SERVICE (Yea / No)	
From	То			-						
12/15/2023	12/31/2023	Crew		1	Goldilocks	6,640.00	Temporary	No		
04/01/2024	12/31/2024	Admini	istrative Su	upport Staff		Sar	n Agustin ES	8,910.00	Contract	Yes
1 1	1 1					10 19				
2. SPECIA	AL SKILLS		DAME.	Profici	ency (Pl	ease check	()			
(i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)		Highly Skilled Averag						REMARKS		
Computer P	roficiency			1						
Good Communicator										
Hardwo	orking						1			
Ability to work independent	tly or as a part of a team									
Office Equipme	nt Proficiency							- Allenia		
										~
23. RELEVANT TRAININGS SEMINAR/WORKSHOP ATTENDED (Write in full)		INCLUSIVE	ATTENDANCE		NUMBER (OF HOURS	CONDUCTED/ SPONSORED BY		ED BY	
		From		То					(Write in full)	
Enhancement of Schools Contingency Plan for a Specific Hazard		04/22/2024 04/		04/24/2024	1	2	Department of Educa		tion, Region VIII, Baybay City Division	
Capacity Building on Effective Teaching Strategies Integrating 21st		12/17/2024		12/21/2024	1	4	Department of Educ		ation, Region VIII, Baybay City Division	
(LAC) on Effective Ways to Improve Work Effeciency and Perfromance		e 04/30/2024		04/30/2024	1	1	2		San Agustin Elementary School	
(LAC) on Engaging in Professional Networks: Sharing Knowledge to Enhance Practice		12/13/2024 12/13		12/13/2024	1	1 2	San Agu		ustin Elementary School	
hereby declare that this laws, rules and regulation	ons of the Republic of t	the Philippines.	blished by		s a true, o		complete stateme		the provision	ns of pertinent
GIGNATURE:	E NO.	DATE ACCOMPLISHED: (r			_ ISSUED ON	(mm/dd/yy):				



UNIVERSITY HEALTH SERVICE (UHS)

Visca, Baybay City, Leyte, 6521-A PHILIPPINES Telefax: (053) 565-0607/ 565-0600; Local 1047

Email: usher@vsu.edu.ph Website: www.vsu.edu.ph

MEDICAL CERTIFICATE (For Employment)

This is to certify that I have seen and examinate that he she is physically and Physical Fitness Class: Remarks: Essentially Normal Findings at the	ined Mr./Ms. Ababat, Reggie B. d/or medically fit or unfit to work ne Time of Examination
Į.	
Class A: Physically fit for any work Class B: Employable but with correctible defects Class C: Employed but with certain limitations and needing regular medication/check up Class D: Unfit to work.	Name & Signature of the Physician: ELWIN JAY V. YU, MD, MPH. License No.: 098800 Date Examined: 07-21-2025

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No. 25-874



Republic of the Philippines Philippine Health Insurance Corporation PHILHEALTH AGENTS RECEIPT (PAR)

PAYOR'S COPY

PAR NUMBER

327301383

NAME

ABABAT, REGGIE BOREGON

ON 18/2025

AMOUNT RECEIVED

1,500.00

AGENT'S SIGNATURE

VALIDATION BOX

1325-3214-9626

PIN NAME

MEMBER TYPE APPLICABLE PERIOD AMOUNT

VALIDATION DATE PAR NUMBER

ABABAT, REGGIE BOREGON

VOLUNTARY

JULY 2025 - SEPTEMBER 2025

07/18/2025 1,500.00 327301383

Bawat Filipino, Miyembro Bawat Miyembro, Protektado

Kalusugan ng Lahat, Segurado

BIR FORM OUTS (DECEMBER, 2014,		The same of the sa				
	X CERTIFICATE	INDIVIDUAL	CCI2023 0	2722133		
20	(City Myn Prov.) TY	DATE ISSUEP8 2025	TAXPAYER'S COPY			
NAME (SURNAME) AB	ABAT, REPROTE BOREG	ON (MIDDLE)	TINC	M Any):		
ADDRESS AGUSTIN, BAY	BAY CITY, LEYTE	TO MONON	SEX: TT MALE	Appendix and the second		
CITIZENSHIPFILIPINO	ICR NO. (If an Alien)	PLACE OF BIRTH BAYE	ACETTE	HEIGHT		
CIVIL 1 Single		Legally Separated	PATEDOPINO	WEIGHT		
PROFESSION / OCCUPATION / BU		TAXABLE AMOUNT	COMMUNITY TAX DUE			
A. BASIC COMMUNIT	Y TAX (P5.00) Voluntary of	X Z	P 5.00			
B. ADDITIONAL COMM	MUNITY TAX (tax not to ex	kceed \$5,000.00)				
1. PRECEDING YEAR (P1.00 fo	INGS DERIVED FROM BUSINESS DUP revery P 1,000.00)	RING THE	117			
2. SALARIES OR GROSS RECE PROFESSION OR PURSUIT	IPT OR EARNINGS DERIVED FROM E DF ANY OCCUPATION (P1.00 for even	15,000.00	15.00			
3. INCOME FROM REAL PROP	ERTY (\$1.00 for every \$ 1,000)	1904				
Right Thumb	TAXPAYER'S SIGNATURE	LIPPI	TOTAL	₽ 20.00		
Print	Jet-A		INTEREST	2.80		
39.	ALBERTA BUEN.	A A MANATAD A	TOTAL AMOUNT PAID	₽ 22.80		
			(In words); CATY TOWN AND	O BOYADO PESOS ONLY		
	MUNICIPAL /	CITY TREASURER	/			
DOP: 03.24.2023						