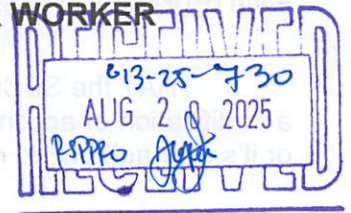




CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER

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-

JOSUA S. FALGUERA of legal age, Single, Filipino, and with residence and postal address at Baybay City, Leyte, Philippines, 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 **ADMIN AIDE III** to perform the functions and deliver the following outputs as follows:

- Takes charge in the maintenance and proper upkeep of the Records Room.
- Keeps a daily recording of all incoming/returned and outgoing/released records and files in the Records room.
- Retrieves and files records borrowed by the requester.
- Classifies, arranges, files and stores immediately and very carefully both active and inactive records and files.
- Takes charge in sorting and for preparation for binding of grade sheets, Form 19 and Official List of Students
- Does the stamping of official school seal in all requested documents.
- Conducts the regular inventory of student records.
- Secures integrity and confidentiality of students' records.
- Assists in the enforcement of academic policies and regulations.
- Assists in the preparation of request for Form 137 of new students and endorse to Records and Archives Office (RAO) for mailing.

Do other duties assigned from time to time by the University Registrar 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 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 and performs the above-listed functions for actual number of working days per month at not less than 8 hours per day based on the work schedule as prescribed by the hiring department/office/center/unit;;



UNIVERSITY REGISTRAR

Visayas State University, 1/F Administration Building
Visca, Baybay City, Leyte
Email: registrar@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1010

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 (P603.40) each (P(P603.40) pesos per day inclusive of ten percent (10%) premium.**

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

THAT this contract shall take effect **August 18, 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.

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.

THAT this Contract does not create an employer-employee relationship between the **First Party** and the **Second Party**;


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.


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.

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)


JOSUA S. FALGUERA
(Second Party)

Signed in the presence of:



RAYMUND M. IGCASAMA
University Registrar


LUVILLA G. ALCOBER



ALICIA M. FLORES
Head, Budget Office


HONEY SOFIA V. COLIS
Head, RSPPR


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 SEP 01 2025, personally appeared Dr. Prose Ivy G. Yepes with VSU ID No. V002163 and Josua S. Falguera with valid ID No. Philhealth No. 13-025666467-5 known to me to be the same persons who executed the foregoing contract and acknowledge to me that the same is their free and voluntary act and deed.

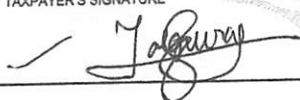
WITNESS MY HAND AND SEAL on the date and place first above given.




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ATTY. EDEN B. CHAVEZ
Notary Public for the Province of Leyte, City of Baybay
Notarial Commission No. B-23-12-07
NOTARY PUBLIC
MCLE Compliance No. VIII-0011446-Valid until April 14, 2025
PTR No. Bc0326357, 01/02/25
IBP O.R. No. 492541-01/02/25
TIN No. 207-628-029
Attorney's Roll No. 42391
R. Magsaysay Avenue, Baybay City, Leyte

Vision: A global green university providing progressive leadership in agriculture, science & technology, education, and allied fields for societal transformation.
Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.

COMMUNITY TAX CERTIFICATE		INDIVIDUAL	CCI2023 02722753	
YEAR 2025	PLACE OF ISSUE (City/Mun./Prov.) CITY OF BAYBAY CITY	DATE ISSUED 7/28/2025	TAXPAYER'S COPY	
NAME (SURNAME) FALGUERA (FIRST) JOSUA S. (MIDDLE)		TIN (If Any):		
ADDRESS SAGKAHAN, CARIGARA, LEYTE		SEX: <input checked="" type="checkbox"/> 1 MALE <input type="checkbox"/> 2 FEMALE		
CITIZENSHIP FILIPINO	ICR NO. (If an Alien)	PLACE OF BIRTH CARIGARA, LEYTE	HEIGHT	
CIVIL STATUS <input checked="" type="checkbox"/> 1 Single <input type="checkbox"/> 2 Married <input type="checkbox"/> 3 Widow/ Widower/ Legally Separated <input type="checkbox"/> 4 Divorced	DATE OF BIRTH 11/21/2002		WEIGHT	
PROFESSION / OCCUPATION / BUSINESS		TAXABLE AMOUNT	COMMUNITY TAX DUE	
A. BASIC COMMUNITY TAX (P5.00) Voluntary or Exempted (P 1.00)			P 5.00	
B. ADDITIONAL COMMUNITY TAX (tax not to exceed P5,000.00)				
1. GROSS RECEIPTS OR EARNINGS DERIVED FROM BUSINESS DURING THE PRECEDING YEAR (P1.00 for every P 1,000.00)		P		
2. SALARIES OR GROSS RECEIPT OR EARNINGS DERIVED FROM EXERCISE OF PROFESSION OR PURSUIT OF ANY OCCUPATION (P1.00 for every P 1,000)				
3. INCOME FROM REAL PROPERTY (P1.00 for every P 1,000)				
Right Thumb Print	TAXPAYER'S SIGNATURE 	TOTAL	P 5.00	
	ALBERTA BUENA A. MANATAD <i>76</i> MUNICIPAL / CITY TREASURER	INTEREST	0.70	
		TOTAL AMOUNT PAID	P 5.70	
		(In words): FIVE AND 70/100 PESOS ONLY		

 <div>Republic of the Philippines Philippine Health Insurance Corporation PHILHEALTH AGENTS RECEIPT (PAR)</div>		PAYOR'S COPY
		PAR NUMBER 327301465
NAME	FALGUERA, JOSUA SILLACAY	DATE 07/30/2025
AMOUNT RECEIVED	1,500.00	AGENT'S SIGNATURE  LGU BAYBAY
VALIDATION BOX		
1302-5666-4675		
PIN	FALGUERA, JOSUA SILLACAY	
NAME	VOLUNTARY	
MEMBER TYPE	JULY 2025 - SEPTEMBER 2025	
APPLICABLE PERIOD	07/30/2025	
AMOUNT	1,500.00	
VALIDATION DATE	327301465	
PAR NUMBER		
<div>Bawat Filipino, Miyembro Bawat Miyembro, Protektado Kalusugan ng Lahat, Segurado</div>		



VISAYAS
STATE UNIVERSITY

UNIVERSITY HEALTH SERVICE (UHS)

Visca, Baybay City, Leyte, 6521-A PHILIPPINES

Telefax: (053) 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 examined Mr. / Ms. *Falguera, Jarua S.*
22 / *male* that he/she is physically and/or medically ☒ fit or ☐ unfit to work.
Physical Fitness Class: *A*
Remarks: Essentially Normal Findings at the Time of Examination

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:

CV Capuno
CHRISTELLE VENUS F. CAPUNO, M.D.

License No.: 0156881

Date Examined: *08-19-2024*

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. *25-983*