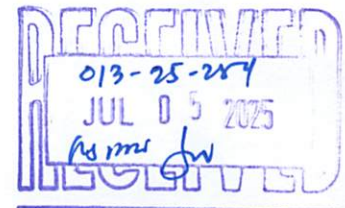




CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER

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-

MA. CLAUDINE L. LLERA, of legal age, single, Filipino, and with residence and postal address at Brgy. Hilapnitan, 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 **SCIENCE RESEARCH ASSISTANT** to perform the functions and deliver the following outputs as follows:

- Gather/Collect plant and insect samples,
- Rearing of lesser was moth and meal worm,
- Baiting and mass production of EPN,
- Collection and rearing of abaca corm weevil,
- Do other duties as may be assigned by SRA and project leader.

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;



THAT for and in consideration of the foregoing service, the **FIRST PARTY** binds itself to pay the **SECOND PARTY** with a total of SEVENTEEN (17) days per month in the amount of **EIGHT HUNDRED SIXTY-NINE PESOS AND NINETY CENTS (P869.90)**, 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 **GENRAL FUND (RSNA 14-1416-02)**.

THAT this contract shall take effect **JULY 1, 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
16 JUL 2025 at Baybay City, Leyte, Philippines.

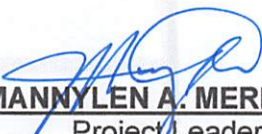
VISAYAS STATE UNIVERSITY
Baybay City

By:


PROSE IVY G. YEPES
President
(First Party)


MA. CLAUDINE L. LLERA
(Second Party)

Signed in the presence of:


MANNYLEN A. MERIOLES
Project Leader


ALICIA M. FLORES
Head, Budget Office


LUVILLA G. ALCOBER
Head, RSPPRO

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.

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 16 JUL 2025, personally appeared Dr. Prose Ivy G. Yepes with VSU ID No. V002163 and Dr. Carmine L. Uy with PHI-health No. 18-252 (R454-1), 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.

Doc. No. 1073 :
Page no. 54 :
Book No. 1 :
Series of 108

Atty. Myra Belle L. Aure
Public Attorney III
[Pursuant to R.A. No. 9406]

NOTARY PUBLIC

[Signature]

[Signature]

[Signature]

[Signature]



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: MA. CLAUDINE L. LIERA

Equivalent Job Title: SCIENCE RESEARCH ASSISTANT

Name of Evaluator: MANNYLEN A. MERIBLES Date:

Instruction to evaluators: Please write your comments on the performance and work ethics of the above JO worker and give your ratings by checking the appropriate number using the rating scale below:

5 – Excellent 4 – Very Good 3 – Good 2 – Fair 1 – Poor

Criteria/evaluation statement	Rating					Comments
	5	4	3	2	1	
I. Work Performance						
1. Performance of all mandated functions as listed in the contract	✓					
2. Over all attainment of outputs agreed with supervisor	✓					
3. Quality and timeliness in the attainment of agreed outputs	✓					
4. Efficiency and customer friendly frontline service to clients	✓					
5. Knowledge on the over-all aspect of the job assignments	✓					
II. Work Ethics/Attitude						
1. Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	✓					
2. Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs	✓					
3. Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor	✓					
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	✓					
5. Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation	✓					

*no more for improvement as rated
everything is G.O.*



Evaluator's additional comments/recommendations:

What are the employee's strong points?

Hardworking and committed to the job.

What are the employee's weak points?

Some tasks are not conducted immediately.

What intervention would you recommend to make the JO worker more effective?

Plan activities well.

Final recommendation:

☒ renewal of the contract for another 6 months
☐ non-renewal of the contract due to below par performance

Certified Correct:

MANTUEN A. MERIOLIS
(Evaluator)

Approved:

MARIA ROSET C. CORTA
(Next higher supervisor)

Pay Bills

PhilHealth (Voluntary/
Self-Earning Member)
Confirmation

You are about to pay
PHP 1,508.00
using your GCash

Total Bill Amount

PHP 1500.00

Service Fee

PHP 8.00

PhilHealth Number

122521565541

SPA or Payor Name

Ma. Claudine L. Llera

Applicable Period From

072025

Applicable Period To

092025

Email Address

claudine.llera@vsu.edu.ph

Please note that several billers charge a service fee.

CONFIRM

Pay Bills

Payment Received

P

PhilHealth (Voluntary/Self-Earning Member)

PHP 1508.00

GCash

Amount Paid

PHP 1500.00

Fee

PHP 8.00

Account Number

122521565541

Email

claudine.llera@vsu.edu.ph

Ref. No. 1754-0661-0

30 June 2025 09:05:12 PM

This has been processed and your payment will be posted within 3 business days.

[Save Biller Details >](#)

253g (gCO2e)

By going digital, you reduce your carbon footprint from transportation, paper, and plastic.

GCash Pay Bills