



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-

MS. DANIZAH A. DUMAGUING, of Legal Age, Single, Filipino and with residence and postal address at **Brgy. Palhi, Centro, 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 **Clerk** to perform the functions and deliver the following outputs as follows:

- Serves as the dDRC of the Guidance and Counseling Office;
- Assist the counselors and psychometrician in the conduct of Guidance and Testing activities;
- Acts as Guidance Secretary, record minutes of staff meetings, prepare communication, notice of meeting and conferences, etc.;
- Prepare financial documents (Payroll, PPMP, Travel Order, etc.) and reports;
- Filing, Records/Encode & controlled incoming/outgoing documents for signature of the Director for Guidance & Counseling Office;
- Assist clients with queries and referral to appropriate office or assigned counselors;
- Performs other duties assigned by the Counselors and the Director.

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** in the amount of **SIX HUNDRED THREE & FORTY CENTS (603.40) (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: Testing and Guidance Fees**

THAT this contract shall take effect **July 16, 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**;

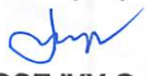
Confidentiality Clause: The **SECOND PARTY** is required to turn-over the data materials, equipment, and other things that come into his/her possession because of his/her job, and preserve the confidentiality of any information regarding the University, faculty, staff, and students. Any disclosure and 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)


DANIZAH A. DUMAGUIG
(Second Party)

Signed in the presence of:


CHONA A. BRIT
Director, GCO


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 22 JUL 2025, personally appeared Dr. Prose Ivy G. Yepes with VSU ID No. V002163 and Danizah A. Dumaguig with TIN ID No. 341-180-541, 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. 1244 :
Page no. 40 :
Book No. LIII :
Series of 2025


ATTY. RYSAN C. GUINOCOR
Notary Public
Until December 31, 2025
PTR No. 01109174-1 (Baybay City) - 1/17/2025
NOTARY PUBLIC
IBP No. 503557-Tacloban City-01/09/2025
Roll of Attorneys No. 57467
MCLE No. VII-0022195-04/14/2025
VSU, Baybay City, Leyte













VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

**EXCERPT FROM THE APPROVED MINUTES OF THE
21st Non-Academic Personnel Board Meeting**

*Via Zoom: Meeting ID: 955 8868 6174
June 03 & 04, 2025*

The letter request of Ms. Chona A. Brit, Director of Guidance and Counseling, to hire one administrative staff to act as dDRC of the office and a Test Technician (SG 8) to support the Registered Psychometrician in implementing the Testing Program in the Main and VITA campuses this coming SY 2025-2026 charged to Testing and Guidance Fees.

Thereupon, below is the NAPB action which was approved by the University President.

NAPB Resolution No. 180
Series of 2025

Endorsing the valid request of Ms. Brit to hire **Clerk** and Test Technician (SG 8) both in JO status charged to Testing and Guidance Fees.

June 03 & 04, 2025

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Ms. Chona A. Brit, Director, Guidance and Counseling**



**RECRUITMENT, SELECTION, PLACEMENT AND
PERSONNEL RECORDS OFFICE**
Visayas State University, Baybay City, Leyte
Email: personnel@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1060



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FM-VSU-10
V03 01-23-2025
No. 012-25-180



VISAYAS
STATE UNIVERSITY

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 examined **Mr./Ms.** (C) Dumagay, Damirah
22 / F that he/she is physically and/or medically ☒ **fit** or ☐ **unfit** to work
Physical Fitness Class: A-13
Remarks: un

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: 7/15/25

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.

Page 1 of 1
FM-UHS-48
v0 01-29-2021

No. 25-870



Republic of the Philippines

Philippine Health Insurance Corporation
PHILHEALTH AGENTS RECEIPT (PAR)

PAYOR'S COPY

PAR NUMBER

327301306

NAME

DUMAGUING, DANIZAH ARCH IYAS

DATE **07/14/2025**

AMOUNT RECEIVED

1,500.00

AGENT'S SIGNATURE

LGU BAYBAY

VALIDATION BOX

0105-2252-2193

PIN
NAME

DUMAGUING, DANIZAH ARCH IYAS

MEMBER TYPE

APPLICABLE PERIOD

Self-Earning Individual - S

AMOUNT

VALIDATION DATE

JULY 2025 - SEPTEMBER 2025

PAR NUMBER

07/14/2025

1,500.00

327301306

*Bawat Filipino, Miyembro
Bawat Miyembro, Protektado
Kalusugan ng Lahat, Segurado*

VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET

For Job Order Workers

Print legibly. Mark appropriate boxes ☐ with " ☒ " and use separate sheet if necessary.

1. SURNAME	D U M A G U I N G																				
FIRST NAME	D A N I E L A R C H																				
MIDDLE NAME	I Y A S																				
3. DATE OF BIRTH (mm/dd/yyyy)		08 / 30 / 1997										11. PRESENT ADDRESS									
4. PLACE OF BIRTH		WLPH BAYBAY, LEYTE										BRGY. PALHI, CENTRO, BAYBAY CITY, LEYTE									
5. SEX		<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female																			
6. CIVIL STATUS		<input checked="" type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____										12. ZIP CODE									
												13. TEL. NO./CEL. NO.									
												14. PHILHEALTH NO.									
7. CITIZENSHIP		FILIPINO										15. TIN									
8. HEIGHT (m)		155										16. PAG-IBIG ID NO.									
17. SPOUSE'S SURNAME		N/A										18. NAME OF CHILD (Write full name and list all)									
FIRST NAME												N/A									
MIDDLE NAME																					
19. HIGHEST EDUCATIONAL ATTAINMENT (Please check and underline the specific)		<input type="checkbox"/> Elementary (Grade ____ / Graduated) <input type="checkbox"/> High School (1st, 2nd, 3rd, 4th, Graduated) <input checked="" type="checkbox"/> College (1st, 2nd, 3rd, 4th, Graduated) Degree: <u>BS IN AGRIBUSINESS</u>																			
20. CAREER SERVICE ELIGIBILITY		<input type="checkbox"/> Professional <input type="checkbox"/> Sub-Professional <input type="checkbox"/> Others, Specify: _____																			
21. WORK EXPERIENCE INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full)										DEPARTMENT / AGENCY / OFFICE / COMPANY / PROJECT (Write in full)									
From		To										SALARY (Daily or Monthly)									
08 / 15 / 2019		10 / 29 / 2021										STATUS OF APPOINTMENT (Perm/Temp/ Job Order)									
												GOVT SERVICE (Yes / No)									
22. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)		Proficiency (Please check)										REMARKS									
		Highly Skilled										Average									
												Fair									
23. RELEVANT TRAININGS SEMINAR/WORKSHOP ATTENDED (Write in full)		INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)										NUMBER OF HOURS									
		From To										CONDUCTED/ SPONSORED BY (Write in full)									
		/ /																			
		/ /																			
		/ /																			
		/ /																			

I hereby declare that this Personal Data Sheet has been accomplished by me, and is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.

24. COMMUNITY TAX CERTIFICATE NO. 02121993 ISSUED AT: BAYBAY CITY ISSUED ON (mm/dd/yyyy): 07/14/2025

SIGNATURE:

DATE ACCOMPLISHED: (mm/dd/yyyy) 07/15/2025

COMMUNITY TAX CERTIFICATE		INDIVIDUAL	CCI2023 02721793	
YEAR 2025	PLACE OF ISSUE (City/Mun./Prov.) CITY OF BAYBAY CITY	DATE ISSUED 7/14/2025	TAXPAYER'S COPY	
NAME (SURNAME) DUMAGUING, DANIZAH ARCH I		(FIRST) (MIDDLE)	TIN (If Any):	
ADDRESS PALHI, BAYBAY CITY, LEYTE		SEX: <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE		
CITIZENSHIP FILIPINO	ICR NO. (If an Alien)	PLACE OF BIRTH BAYBAY CITY	HEIGHT	
CIVIL STATUS <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow/Widower/Legally Separated		DATE OF BIRTH 8/20/1997	WEIGHT	
PROFESSION / OCCUPATION / BUSINESS		TAXABLE AMOUNT	COMMUNITY TAX DUE	
A. BASIC COMMUNITY TAX (P5.00) Voluntary or Exempted (P1.00)			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)		5,000.00	5.00	
3. INCOME FROM REAL PROPERTY (P1.00 for every P 1,000)				
Right Thumb Print	TAXPAYER'S SIGNATURE	TOTAL	P 10.00	
		INTEREST	1.40	
	ALBERTA BUENA A. MAINATAD	TOTAL AMOUNT PAID	P 11.40	
MUNICIPAL / CITY TREASURER		(In words): ELEVEN AND 40/100 PESOS ONLY		

DOP: 03.24.2023

1. NAME OF THE PARTY OR PERSON 2. ADDRESS 3. CITY 4. STATE 5. ZIP CODE		6. DATE OF BIRTH 7. SEX 8. RACE 9. RELIGION 10. OCCUPATION	
11. EDUCATION 12. MARITAL STATUS 13. NUMBER OF CHILDREN 14. DATE OF MARRIAGE		15. DATE OF DEATH 16. CAUSE OF DEATH 17. PLACE OF BURIAL 18. NAME OF BURIAL PLACE	
19. NAME OF WITNESS 20. ADDRESS 21. CITY 22. STATE 23. ZIP CODE		24. DATE OF SIGNATURE 25. SIGNATURE	

FORM NO. 1