



CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into 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. 9437, 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-

DEXTER AYASO BELAS, of legal age, Single/Married, Filipino and with residence and postal address at Blk. 16, L1, Russia St., Brgy. 109-A V&G Subd., Tacloban City, Leyte hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the **FIRST PARTY** is in need of persons who can provide technical 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 contract the services of the **SECOND PARTY** as **PROJECT TECHNICAL AIDE III** to perform the following functions as follows:

1. Support the team with technical work such as field visits, inspections, and data collection
2. Help ensure project activities follow approved standards and guidelines
3. Prepare technical reports and maintain accurate records of field activities and project progress
4. Assist in coordinating with partner groups, communities, and other stakeholders to address technical issues
5. Report any challenges or risks observed during implementation
6. Help monitor project activities and ensure they meet technical requirements
7. Stay informed about relevant policies, standards, and good practices
8. Perform other related tasks as assigned to support the success of the project.

THAT when the work demand for travel, the **SECOND PARTY** shall be entitled to payment of travel expenses (per diem and fare) when traveling 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 each **SECOND PARTY** in the amount of **TWENTY-TWO THOUSAND SEVEN HUNDRED FORTY-EIGHT PESOS (P22,748.00)** per month 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

DEXTER A. BELAS
Second Party

MAX TEDDY T. QUIMLAT
Director

NICK FREDDY R. BELLO
Head, Accounting Office

LUVILLA G. ALCOBER
Head, RSPPRO

PROSE IVY G. YEPES
PRESIDENT (1st PARTY)

it's duly authorized representative. The above payments will be charged to Trust Fund 20201050-1.129

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 agreement will not in any manner result in any 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.

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.

IN WITNESS THEREOF, the parties have hereto set their hands this JUL 29 2025 at Baybay City, Leyte, Philippines.


VISAYAS STATE UNIVERSITY
Baybay City

By:



PROSE IVY G. YEPES
President
(FIRST PARTY)


DEXTER A. BELAS
(SECOND PARTY)

Signed in the presence of:


MAX TEDDY T. QUIMILAT
Director


LUVILLA G. ALCOBER
Head, RSPPRO



NICK FREDDY R. BELLO
Head, Accounting Office

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 JUL 29 2025 personally appeared **DR. PROSE IVY G. YEPES** with **VSU ID no. V002163** and **DEXTER A. BELAS** with TIN ID No. **662-457-294-000**, are known to me to be the same persons who executed the foregoing contract 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.

Doc. No. 171
Page no. 27
Book No. LSN
Series of 25


ATTY. EDENE B. CHAVEZ-BUTAWAN
Notary Public for the Province of Leyte, City of Baybay
Notarial Commission No. B-23-12-07
Until December 31, 2025
MCLE Comp. No. VII-0011448-Valid until Apr. 12, 2028
PTR No. BC0326357 - 01/02/25
IBP O.R. No. 429541 - 01/02/25
TIN No. 207-628-029
Attorney's Roll No. 42391
R. Magasaysay Avenue, Baybay City, Leyte






VSU ID No. (to be filled up by PRPEO)

1. SURNAME		B E L A S																													
FIRST NAME		D E X T E R																													
MIDDLE NAME		A Y A S O																		2. NAME EXTENSION (e.g. Jr., Sr.)				N/A							
3. DATE OF BIRTH (mm/dd/yyyy)						08/28/2001				11. PRESENT ADDRESS				BLK. 16, L1., RUSSIA ST., BRGY. 109-A V&G SUBD., TACLOBAN CITY																	
4. PLACE OF BIRTH		PALO, LEYTE																													
5. SEX		<input checked="" type="checkbox"/> Male <input 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"/>												12. ZIP CODE				6500													
7. CITIZENSHIP		FILIPINO				9. WEIGHT (kg)								80				13. TEL. NO./CEL. NO.				09602954664									
8. HEIGHT (m)		1.63				10. BLOOD TYPE				O				14. SPOUSE'S SURNAME				N/A													
														FIRST NAME				N/A													
														MIDDLE NAME				N/A													
15. HIGHEST EDUCATIONAL ATTAINMENT						<input type="checkbox"/> Elementary <input type="checkbox"/> High School: [1st, 2nd, 3rd, 4th year] <input checked="" type="checkbox"/> College: [1st, 2nd, 3rd, 4th year] Major: ENVIRONMENTAL SCIENCE																									
16. CAREER SERVICE ELIGIBILITY						<input checked="" type="checkbox"/> Professional <input type="checkbox"/> Sub-Professional Others, Specify:																									
17. 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)				GOV'T SERVICE (Yes / No)									
From		To																													
09/08/2024		05/23/2025				PART-TIME INSTRUCTOR		VISAYAS STATE UNIVERSITY		17000		CONTRACT		NO																	
N/A		N/A				N/A		N/A		N/A		N/A		N/A		N/A															
N/A		N/A				N/A		N/A		N/A		N/A		N/A		N/A															
18. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)						Proficiency (Please check)														REMARKS											
						Highly Skilled				Average				Fair																	
COMPUTER SKILLS (MS OFFICE, GIS MAPPING, SPSS ANALYSIS)										/										N/A											
DRIVING (2 & 4-WHEELS)										/										N/A											
TECHNICAL WRITING										/										N/A											
PROBLEM SOLVING										/										N/A											
19. RELEVANT TRAININGS SEMINAR/WORKSHOP ATTENDED (Write in full)						INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)				NUMBER OF HOURS				CONDUCTED/ SPONSORED BY (Write in full)																	
						From		To																							
PRACTICAL GUIDE ON WRITING A JOURNAL ARTICLE						02/28/2025		02/28/2025		1				UNIVERSITY OF THE PHILIPPINES LOS BANOS																	
5TH NATIONAL YOUTH ENVIRONMENT SUMMIT						03/01/2023		03/04/2023		72				ALLIANCE FOR GREEN PHILIPPINES INCORPORATED																	
COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE STRATEGIC PLANNING WORKSHOP						11/23/2022		11/23/2022		4				VISAYAS STATE UNIVERSITY COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE																	
28TH ANNUAL PHILIPPINE BIODIVERSITY SYMPOSIUM						08/13/2019		08/16/2019		72				LEYTE SAB-A PEATLAND FOREST RESTORATION INITIATIVE																	

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.

20. COMMUNITY TAX CERTIFICATE NO. 15264746 ISSUED AT: CITY OF ORMOC ISSUED ON (mm/dd/yy): 01/24/25

SIGNATURE: _____ DATE ACCOMPLISHED: 07/28/25

N

COMMUNITY TAX CERTIFICATE			INDIVIDUAL		CCI2022 15264746						
YEAR 2025		PLACE OF ISSUE (City / Mun./ Prov.) DRMDC CITY		DATE ISSUED 1 24 25		TAXPAYER'S COPY					
NAME (SURNAME) BELAS		(FIRST) DEXTER		(MIDDLE) AYASO		TIN (If Any): <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>					
ADDRESS BRGY. SAN PABLO D.C.		ICR NO. (If an Alien)		PLACE OF BIRTH PALO, LEBTE		SEX: <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE					
CIVIL STATUS <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married	<input type="checkbox"/> 3 Widow/Widower/ Legally Separated <input type="checkbox"/> 4 Divorced		DATE OF BIRTH 8-28-2001		HEIGHT		WEIGHT				
PROFESSION / OCCUPATION / BUSINESS					TAXABLE AMOUNT	COMMUNITY TAX DUE					
A. BASIC COMMUNITY TAX (₱5.00) Voluntary or Exempted (₱1.00)						₱ 5.00					
B. ADDITIONAL COMMUNITY TAX (tax not to exceed ₱5,000.00)											
1. GROSS RECEIPTS OR EARNINGS DERIVED FROM BUSINESS DURING THE PRECEDING YEAR (₱1.00 for every ₱ 1,000.00)					₱ 20,000.00	20.00					
2. SALARIES OR GROSS RECEIPT OR EARNINGS DERIVED FROM EXERCISE OF PROFESSION OR PURSUIT OF ANY OCCUPATION (₱1.00 for every ₱ 1,000)											
3. INCOME FROM REAL PROPERTY (₱1.00 for every ₱ 1,000)											
Right Thumb Print	TAXPAYER'S SIGNATURE 				TOTAL		₱ 25.00				
					INTEREST						
					TOTAL AMOUNT PAID		₱ 25.00				
					(In words): Twenty five Pesos						



Republic of the Philippines

Philippine Health Insurance Corporation
PHILHEALTH AGENTS RECEIPT (PAR)

PAYOR'S COPY

PAR NUMBER

327301437

NAME

BELAS, DEXTER AYASO

07/28/2025

AMOUNT RECEIVED

1,500.00

AGENT'S SIGNATURE

VALIDATION BOX

LGU BAYBAY

PIN

0325-0922-6163

NAME

MEMBER TYPE

APPLICABLE PERIOD

AMOUNT

VALIDATION DATE

PAR NUMBER

BELAS, DEXTER AYASO

VOLUNTARY

JULY 2025- SEPTEMBER 2025 Sep-25

1,500.00

07/28/2025

327301437

Bawat Filipino, Miyembro

Bawat Miyembro, Protektado

Kalusugan ng Lahat, Segurado



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. Delar, Dexter A.
23 / male that he/she is physically and/or medically ☒ fit or ☐ unfit to work.
Physical Fitness Class: C
Remarks: 1. Chronic Kidney Disease 2. Fatty Liver
3. Dyslipidemia 4. Obese

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:

MERRY CHRIST'L S. GUINOCOR, M.D.

License No.: 111828

Date Examined: 07-29-2025

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.

Page 1 of 1

FM-UHS-48

v0 01-29-2021

No. 25-890