



**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-

**LALAINA MAY D. DY, TIFFANY KANE KIM E. GARDUCE, MARI ANGELA M. OPPURA, KAREN V. SEDROME, and LIALENVE N. VALENZONA**, of legal age, single, Filipino, and with residence and postal address at Visca, 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 **(CLERK)** to perform the functions and deliver the following outputs as follows:

**LALAINA MAY D. DY**

- a) Prepares the check payment for various supplier and payees including the encoding and printing of PACS and Disbursement Vouchers for IGF fund;
- b) Review the vouchers and payrolls as to the accuracy of amounts and completeness of signatures;
- c) Prepare the monthly Check Disbursement Record for IGF fund;
- d) Updates the cash book for check issuance and others for IGF fund;
- e) Prepare the summary list of transactions submitted to the bank for payment;
- f) Prepare various documents for request bank to bank transfers and payments;
- g) Performs other duties assigned by the Supervisor.

**TIFFANY KANE KIM E. GARDUCE**

- h) Encodes incoming vouchers and payrolls from Accounting, Finance and other offices;
- i) Reviews vouchers and payrolls as to completeness of signatures and original copies of supporting documents;



**CASHIERING**

Visayas State University, PQWW+RJM Baybay City, Leyte  
Email: cash.division@vsu.edu.ph  
Website: www.vsu.edu.ph  
Phone: +63 53 565 0600 Local 1011

- j) Releases checks to payees and ensure their proper identification and corresponding Authorization or SPA of the representative.
- k) Prepares monthly report of unreleased and staled checks;
- l) Answers clients and inquiries related to the assigned task;
- m) Forwards outgoing documents and communications to various offices.
- n) Assist in the submission of bank transaction documents to the bank.
- o) Encodes transactions and update information in the Document tracking system.
- p) Performs other tasks assigned by the Supervisor.

**MARI ANGELA M. OPPURA**

- q) Prepares Reports of Check Issued and Cancelled, Report of Advice to Debit Account Issued, Summary List of Check Issued, and retrieves lacking documents for General Fund;
- r) Assists in preparing ACIC, PACS, Checks and LDDAP;
- s) Stamps and binds paid documents for submission to the Accounting office and other office concerned;
- t) Scans and emails documents (deposit slip, vouchers, withholding tax, etc.) to supplier/other agencies;
- u) Posts globe/innove payment deposit slips and withholding tax certificates to globe online posting system;
- v) Performs other duties assigned by the Supervisor.

**KAREN V. SEDROME**

- w) Prepares and generates Reports of Check Issued and Cancelled for PCC, 101T plain, 101T Cebu, 164 Cebu, VSU Hospital-PF, IGP, 164 SHS, and VSU Hospital Phil Health;
- x) Stamps as "PAID" all paid documents under PCC, 101T plain, 164 Cebu, 164 SHS, VSU Hospital-PF, IGP and VSU Hospital Phil Health, sorts and file documents;
- y) Prepares transmittal for VSU Cebu Office;
- z) Provides information for BIR requirements (TIN application) and requirements for opening new Land Bank payroll account;
- aa) Assists in validating clearances;
- bb) Assists in preparing PACS, DV and Checks as alternate to the in-charge;
- cc) Scans and emails documents (deposit slip, vouchers, withholding tax, etc.) to suppliers;
- dd) Performs other duties assigned by the Supervisor.

**LIALENVE N. VALENZONA**

- ee) Prepares Reports of Check Issued and Cancelled, Report of Advice to Debit Account Issued, Summary List of Check Issued, and retrieves lacking documents for General Fund;
- ff) Assists in preparing ACIC, PACS, Checks and LDDAP;
- gg) Prepares deposit slips for LBP and other banks;
- hh) Scans and emails documents (deposit slip, vouchers, withholding tax, etc.) to supplier/other agencies;
- ii) Posts globe/innove payment deposit slips and withholding tax certificates to globe online posting system;
- jj) Performs other duties assigned by the 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.

**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.



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 (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 its duly authorized representative. The above payments will be charged to **Special Trust Fund (STF)**. *TF - OUPAT*

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 **JUL 16 2024** at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY  
Baybay City

By:

*[Signature]*  
**PROSE IVY G. YEPES**  
President  
(First Party)

*[Signature]*  
**TIFFANY KANE KIM E. GARDUCE**  
(Second Party)

*[Signature]*  
**LALAINÉ MAY D. DY**  
(Second Party)

*[Signature]*  
**MARI ANGELA M. OPPURA**  
(Second Party)

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Page 3 of 4

FM-LEG-03  
V02 06-20-2025

No.25-002

KAREN V. SEDROME  
(Second Party)

LIALENVE N. VALENZONA  
(Second Party)

Signed in the presence of:

QUEEN EVELYN Y. ATUPAN  
Head, Cashiering

ALICIA M. FLORES  
Head, Budget Office

LUVILLA G. ALCOBER  
Head, RSPPRO

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 2025, personally appeared Dr. Prose Ivy G. Yepes with VSU ID No. V002163 and Lalaine May D. Dy, Tiffany Kane Kim E. Garduce, Mari Angela M. Oppura, Karen V. Sedrome, Lialenve N. Valenzona, with Driver's License ID No. H12-21-00438, National ID No. 2863 4895 0214 7394, Brgy ID No. 83708071-164-1143, TIN ID No. 931-169-930, National Id No. 4206 2430 9750 3618, 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. 96  
Page no. 20  
Book No. CSXV  
Series of 2P

NOTARY PUBLIC

ARIEL EDEN B. CHAVEZ-BUJAVAN  
Notary Public for the Province of Leyte, City of Baybay  
Notarial Commission No. B-23-12-07  
Until December 31, 2025  
MCLF Compliance No. VIII-0011446-Valid until April 14, 2028  
PTR No. Bc0326357, 01/02/25  
IBP O.R. No. 492541-01/02/25  
TIN No. 207-628-029  
Attorney's Roll No. 42391  
A. Magsaysay Avenue, Baybay City, Leyte

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Page 4 of 4

FM-LEG-03  
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