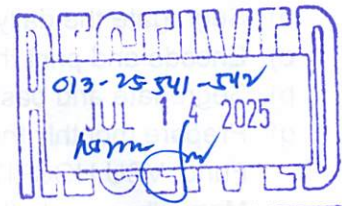




CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER

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-

JUDIE ANN J. LIGUTAN and **ROSE AVE I. LORETO**, 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:

JUDIE ANN J. LIGUTAN

- a) Prepares and generates Reports of Check Issued and Cancelled for UNIFAST and IGF;
- b) Prepare the monthly Report of Advice to Debit Account Issued for IGF and UNIFAST;
- c) Review and encode necessary adjustments to ensure the correctness of the report;
- d) Follow-up and get all the duly paid vouchers together with the Official Receipts (suppliers);
- e) Coordinate with the requesting department/office to inform the payees of unclaimed checks;
- f) Assists in preparing PACS, DV and Checks as alternate to the in-charge;
- g) Scans and emails documents (deposit slip, vouchers, withholding tax, etc.) to suppliers;
- h) Prepares Collection Report for VSU projects paid through checks charges to IGF, UNIFAST;
- i) Stamped "PAID" all the vouchers, payrolls and supporting documents;
- j) Submit to the Accounting Office the RCIC together with the vouchers and payrolls with supporting documents;
- k) Performs other duties assigned by the Supervisor.



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

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No. 21

ROSE AVE I. LORETO

- l) Prepare the daily Report of Collection & Deposit for Fund 164 STF.
- m) Generate the daily collection and review the official receipts against the generated daily collection for fund 164.
- n) Segregate the daily Official Receipts issued as attachment to the Report.
- o) Encode and print the amount of collection and deposit slips (cash, check & in bank)
- p) Segregate and paste the deposit slips in two sets (1-Accounting, 1-COA).
- q) Prepare monthly the report of Collection and Deposit for fund RF IGP; 101 Trust; General Fund; VSU HOSPITAL; VSU Professional Fee, Senior High School and VSU PCC:
- r) Manually encode the official receipts issued and deposit slips for the whole month for all funds other than STF/IGF.
- s) Forward/submit the two copies printed monthly report together with the segregated/bound second copy of official receipts to Accounting Office.
- t) Prepare Monthly Report of Documentary Stamp Collected
- u) Assist the Collecting Officer during peak time. Monitor the use of OR and process PPMP Purchase Request when needed.
- v) Prepare interim or special purpose collection report as needed by the Finance office and other office
- w) Performs other tasks 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.

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 it's duly authorized representative. The above payments will be charged to **Special Trust Fund (STF)**.

THAT this contract shall take effect **July 1, 2025** until **September 30, 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

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.

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.

JUL 16 2025 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)

JUDIE ANN J. LIGUTAN
(Second Party)

ROSE AVE I. LORETO
(Second Party)

Signed in the presence of:

QUEEN EVER 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 JUL 16 2025, personally appeared Dr. Prose Ivy G. Yepes with VSU ID No. V002163 and Judie Ann J. Ligutan, Rose Ave I. Loreto, with Philhealth ID No. 13-250541125-4, National ID No. 2142-5109-5326-3481, 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. 97
Page no. 20
Book No. 6241
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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
Until December 31, 2025
MCLE Compliance No. 66- 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
R. Magallanes 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.

VISAYAS STATE UNIVERSITY PERSONAL DATA SHEET For Job Order Workers



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

1. SURNAME		L I G U T A N									
FIRST NAME		J U D I E A N N									
MIDDLE NAME		J U N I T I L L A									
3. DATE OF BIRTH (mm/dd/yyyy)		01 / 15 / 1998		11. PRESENT ADDRESS		WARNER APARTMENT VISCA, VSU PANGASUGAN, BAYBAY CITY, LEYTE					
4. PLACE OF BIRTH		VISARES CAPDOCAN LEYTE		12. ZIP CODE		6521					
5. SEX		<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		13. TEL. NO./CEL. NO.		0969-055-3760 / 0953-463-2837					
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 _____		14. PHILHEALTH NO.		132505311254					
7. CITIZENSHIP		FIUPINO		9. WEIGHT (kg)		51		15. TIN			
8. HEIGHT (m)		5'2		10. BLOOD TYPE		O		16. PAG-IBIG ID NO.			
17. SPOUSE'S SURNAME						18. NAME OF CHILD (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)			
FIRST NAME											
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>BSED - MATH</u>									
20. CAREER SERVICE ELIGIBILITY		<input checked="" 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)		SALARY (Daily or Monthly)		STATUS OF APPOINTMENT (Perm/Temp/ Job Order)		GOVT SERVICE (Yes / No)	
From		To									
4 / 24 / 2023		02 / 19 / 2025		SAFETY OFFICER / SUPERVISOR		METAUTE BUILDERS DEV INC		TEMP		NO	
/ /		/ /		HR ASSISTANT / OFFICE STAFF		METAUTE BUILDERS DEV INC		TEMP		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					
COMPUTER SKILLS		✓						98. %			
COMMUNICATION SKILLS		✓						97.99 %			
TIME MANAGEMENT & MULTI TASKING		✓						99.99 %			
LEADERSHIP SKILLS		✓						97.99 %			
PROBLEM SOLVING & INITIATIVE		✓						97 %			
DATA ANALYSIS & REPORTING		✓						96 %			
23. 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							
SECOND FOLF DANCE		04 / 10 / 2019		04 / 10 / 2019		8		MARLIT CRISTINA P. BUBA (ADVISER)			
BASIC OCCUPATIONAL SAFETY & HEALTH		04 / 24 / 2023		04 / 26 / 2023		40		ENGR. LEONARDO (CONSULTANT)			
ACCIDENT/ INCIDENT INVESTIGATION TRAINING WORKSHOP		03 / 24 / 2024		03 / 24 / 2024		10		ENGR. ZAMUDIO - CEO OSH CONSULTANT			
		/ /		/ /							
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. <u>02721910</u> ISSUED AT: <u>CITY OF CAGAYAN</u> ISSUED ON (mm/dd/yy): <u>07/08/25</u>											
SIGNATURE:		DATE ACCOMPLISHED: (mm/dd/yyyy) <u>07/08/2025</u>									



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.** Ligutan, Judie Ann J.
27 / Female that he/she is physically and/or medically ☒ fit or ☐ unfit to work.
Physical Fitness Class: A
Remarks: Apparently Well 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:

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

License No.: 111828

Date Examined: 07-02-2025

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.

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No. 25-847

COMMUNITY TAX CERTIFICATE		INDIVIDUAL	CCI2023 02721910	
YEAR 2025	PLACE OF ISSUE (City /Mun./ Prov.) CITY OF BAYBAY CITY	DATE ISSUED 7 8 2025	TAXPAYER'S COPY	
NAME (SURNAME) (FIRST) (MIDDLE) LIGUTAN, JUDIE ANN J.		TIN (if Any): [] [] [] [] [] [] (FEMALE)		
ADDRESS WARNER APT. VSU, VISCA PANGASUGAN, BAYBAY CITY, LEYTE		SEX: <input checked="" type="checkbox"/> 1 MALE <input type="checkbox"/> 2 FEMALE		
CITIZENSHIP FILIPINO	ICR NO. (if an Alien)	PLACE OF BIRTH CAPOOCAN, 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 (SINGLE)		191591398	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)		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	
	ALBERTA BUENA A. MANATAD MUNICIPAL / CITY TREASURER	INTEREST	1.40	
		TOTAL AMOUNT PAID	P 11.40	
		(In words) ELEVEN AND 40/100 PESOS ONLY		

DOP: 03.24.2023



Republic of the Philippines
Philippine Health Insurance Corporation
PHILHEALTH AGENTS RECEIPT (PAR)

PAYOR'S COPY

PAR NUMBER

327301206

NAME

LIGUTAN, JUDIE ANN JUNTILLA

DATE

07/08/2025

AMOUNT RECEIVED

1,500.00

AGENT'S SIGNATURE

VALIDATION BOX

LGU DAYBAY

PIN 1325-0541-1254
NAME LIGUTAN, JUDIE ANN JUNTILLA
MEMBER TYPE VOLUNTARY
APPLICABLE PERIOD
AMOUNT
VALIDATION DATE JULY 2025-SEPTEMBER 2025
PAR NUMBER 07/08/2025
1,500.00
327301206

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

[illegible]



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.** Loreto, Rose Ave I
23 / Female that he/she is physically and/or medically ☒ fit or ☐ unfit to work
Physical Fitness Class: F
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:

ELWIN JAY V. YU, MD, MPH.

License No.: 098800

Date Examined: 07-04-2025

Vision:
Mission:

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and innovative technologies for sustainable communities and environment.

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No. 25-857

BIR FORM 0016 (DECEMBER, 2014)

COMMUNITY TAX CERTIFICATE			INDIVIDUAL		CCI2023 02721911	
YEAR 20 25	PLACE OF ISSUE (City/Mun./Prov.) CITY OF BAYBAY CITY	DATE ISSUED 7 8 2025		TAXPAYER'S COPY		
NAME (SURNAME) LORETO, ROSE AVE I.		(FIRST) (MIDDLE)		TIN (if Any):		
ADDRESS PATAG, BAYBAY CITY, LEYTE		SEX: <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE		HEIGHT		
CITIZENSHIP FILIPINO	ICR NO. (if an Alien)	PLACE OF BIRTH BAYBAY		WEIGHT		
CIVIL STATUS <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Legally Separated <input type="checkbox"/> Divorced	(SINGLE)		DATE OF BIRTH 10/2/2001		COMMUNITY TAX DUE	
PROFESSION / OCCUPATION / BUSINESS			TAXABLE AMOUNT		P 5.00	
A. BASIC COMMUNITY TAX (P5.00) Voluntary or Exempted (P 1.00)						
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. MANATAD		TOTAL AMOUNT PAID		P 11.40	
MUNICIPAL / CITY TREASURER		(In words): ELEVEN AND 40/100 PESOS ONLY				

DOP: 03.24.2023



Republic of the Philippines
Philippine Health Insurance Corporation
PHILHEALTH AGENTS RECEIPT (PAR)

PAYOR'S COPY

PAR NUMBER

327301253

NAME

LORETO, ROSE AVE ISRAEL

DATE
07/09/2025

AMOUNT RECEIVED

1,500.00

AGENT'S SIGNATURE

VALIDATION BOX

LGU BAYBAY

PIN 1325-0358-7959
NAME LORETO, ROSE AVE ISRAEL
MEMBER TYPE VOLUNTARY
APPLICABLE PERIOD JULY 2025-SEPTEMBER 2025
AMOUNT 1,500.00
VALIDATION DATE 07/09/2025
PAR NUMBER 327301253

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