



FM-LEG-03-2025-0627-281274

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-

Jan Rey D. Amihan & Laurence E. Rocabela of legal age, single, Filipino, and with residence and postal address at **Brgy. Guadalupe & Brgy. Sta. Cruz 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 **Laundry attendant** to perform the functions and deliver the following outputs as follows:
LAURENCE E. ROCABELA

1. Disinfects and washes soiled linens/beddings, pillow cases, towels and curtains,
 2. assists in pull-out of beddings, table linens and curtains when necessary,
 3. maintains proper usage of detergent supplies and equipment,
 4. forecasts and inventory of laundry supplies quarterly, audits the linens status and report the service quality of linens whether usable or for discard,
 5. maintains the cleanliness and fragrance of the linens (Apartelle, Core Value Cottages, Hostel and Seafont)
 6. monitors the linen drying that be avoided by the insect that can cause stain,
 7. folds and iron linens especially pillow cases,
 8. records and sort all beddings /towels/curtains in the laundry area in a hygienic way,
 9. maintains the efficient functioning of the washing machine,
 10. maintains the tidiness in the laundry work space,
 11. organizes and labels the compartment of linens/beddings, pillow cases, towels and curtains accordingly for easy access,
 12. cleans and disinfects guest bathroom, bedroom, floor corridor and public areas;
 13. performs other functions as assigned by the manager; ei. appointed areas to monitor;
- report to duty with prescribed uniform and leniently follow the schedule.

JAN REY D. AMIHAN – ROOM ATTENDANT

1. Greets guests and provide them with superb customer service.

VSU ACCOMMODATION

Visayas State University, Baybay City, Leyte

Email: hostel@vsu.edu.ph

Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1043 (Hostel), 1094 (Apartelle)

2. Cleans and disinfect guest bathroom, bedroom, floor corridor and public areas;
3. maintains proper usage of cleaning supplies and equipment;
4. returns and properly tag all lost and found articles in the Front Office;
5. coordinates room status updates with the Front Office;
6. maintains the cleanliness of the accommodations (Hostel, Apartelle, Core Value Cottages and Seafront Suites); including hallways, lobby, stairways and public CR.
7. Disinfects and wash soiled linens/beddings, pillow cases, towels and curtains.
8. Folds and iron beddings especially pillow cases;
9. records/monitor all beddings/towels/curtains and other materials in the laundry area;
10. Maintains the efficient functioning of the washing machine.
11. Monitors the efficient functioning of air conditioner, shower heater, television and fridge.
12. Performs other functions as assigned by the manager; ei. Appointed areas to monitor; report to duty with prescribed uniform and leniently follow the schedule.

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 each of the SECOND PARTY in the amount of **FIVE HUNDRED SIXTY ONE & EIGHTY CENTS (P561.80)** 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 **LAÑADA COTTAGE**.

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
_____ at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY
Baybay City

By:

PROSE IVY G. YEPES
President
(First Party)

JAN REY D. AMIHAN
(Second Party)

LAURENCE E. ROCABELA
(Second Party)

Signed in the presence of:

MARJORIE B. ESCUADRA
Manager, VSU Accommodation

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
_____, personally appeared **Dr. Prose Ivy G. Yepes** with VSU ID No.
V002163 and **Jan Rey D. Amihan & Laurence E. Rocabela** with VSU ID No. **VJO00057 &**
121344691996 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. _____
Page no. _____
Book No. _____
Series of _____

NOTARY PUBLIC