



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-

LYKA S. BAGARINAO, of legal age, single, Filipino, and with residence and postal address at **Marcos 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:

- A. deputy Document Record Controller of the department (dDRC).
- B. Provide front line services by answering queries and request from students, faculty and staff of other units
- C. Prepares and facilitates financial reports, faculty workloads, and personnel documents (e.g. reimbursements, liquidations, cash advances, payrolls, documents for travel, etc.) for Head's signature;
- D. Facilitates submission of documents to concerned offices and the delivery of DGE Memos and other communications to concerned faculty/staff members;
- E. Receives and records in-coming and outgoing documents and keeping documents for record filing;
- F. Maintains the cleanliness of the administrative office and its surroundings;
- G. Performs other functions assigned by the immediate 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 GAA 2025;301

THAT this contract shall take effect June 25, 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 08 2025 at Baybay City, Leyte, Philippines.


VISAYAS STATE UNIVERSITY
Baybay City


By:


PROSE IVY G. YEPES
President
(First Party)


LYKA S. BAGARINAO
(Second Party)

Signed in the presence of:


JOHN CHRISTIAN L. GAVIOLA
Head, DCE


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 08 2025, personally appeared Dr. Prose Ivy G. Yepes with VSU ID No. V002163 and Lyka S. Bagarinao with Philippine Identification Card 7918-2672-4051-0217 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. 61 :
Page no. 13 :
Book No. 134 :
Series of 1025 :


ATTY. EDEN 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 Compliance No. 1446-Valid until Apr. 12, 2026
NOTARY PUBLIC
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. Magaysay Avenue, Baybay City, Leyte

Lyka Bagarinao









VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

**EXCERPT FROM THE APPROVED MINUTES OF THE
16th Non-Academic Personnel Board Meeting**

Via Zoom: Meeting ID: 990 1394 8491

May 05, 2025

Placing a temporary JO personnel in the Department of Civil Engineering (DCE) due to the maternity leave of Ms. Haide B. Cuevas and incoming promotion.

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

NAPB Resolution No. 145
Series of 2025

Recommending transferring Ms. Janice Petalcorin of QAC, through a scheduled visit from May to June 2025 due to the still on-going AACCUP Accreditation of BS Meteorology. Ms. Petalcorin contract with QAC will end on June 30, 2025. With this her new appointment for DCE will commence in July 2025.

May 05, 2025

Certified True and Correct:

LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Engr. John Christian L. Gaviola**, Head, Department of Civil Engineering
Dr. Joel Rey U. Acob, Director, Quality Assurance



**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



Management
System
ISO 9001:2015
www.tuv.com
ID 9108658749



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FM-VSU-10
V03 01-23-2025
No. 012-25- **145**

VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET
For Job Order Workers



BAGARINAO, LYKA SABEJON

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

1. SURNAME		B A G A R I N A O										2. NAME EXTENSION (e)	
FIRST NAME		L Y K A											
MIDDLE NAME		S A B E J O N											
3. DATE OF BIRTH (mm/dd/yyyy)		10 / 14 / 2001		11. PRESENT ADDRESS									
4. PLACE OF BIRTH		MARCOS BAYBAY CITY, LEYTE								MARCOS 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			
										6521			
										13. TEL. NO./CEL. NO.			
										09107747935			
										14. PHILHEALTH NO.			
										13-025664201-9			
7. CITIZENSHIP		FILIPINO		9. WEIGHT (kg)		52		15. TIN		678-949-572-00000			
8. HEIGHT (m)		157		10. BLOOD TYPE		N/A		16. PAG-IBIG ID NO.		121367919123			
										17. EMAIL ADDRESS			
										lyka.bagarinao@vsu.edu.ph			
18. SPOUSE'S SURNAME		N/A								18. NAME OF CHILD (Write full name and list all)			
FIRST NAME		N/A								DATE OF BIRTH (mm/dd/yyyy)			
MIDDLE NAME		N/A								N/A			
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/Course: _____											
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)			
From		To		N/A		N/A		N/A		N/A			
/ /		/ /											
/ /		/ /											
22. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)		Proficiency (Please check)											
		Highly Skilled		Average				Fair		REMARKS			
Computer Proficiency													
Good Communicator													
Hardworking													
Ability to work independently or as a part of a team													
Office Equipment Proficiency													
Skirting													
Drawing													
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									
N/A		N/A		N/A		N/A		N/A					
		/ /		/ /									
		/ /		/ /									
		/ /		/ /									

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. _____ ISSUED AT: _____ ISSUED ON (mm/dd/yyyy): _____

SIGNATURE : _____ DATE ACCOMPLISHED: (mm/dd/yyyy) _____



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.** Bagarinaw, Lyka S.
23 / female that he/she is physically and/or medically ☒ fit or ☐ unfit to work.
Physical Fitness Class: 5
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: 07-04-2025

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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

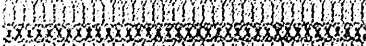
FM-UHS-48

v0 01-29-2021

No. 25-856

COMMUNITY TAX CERTIFICATE		INDIVIDUAL		CCI2023 02721296	
YEAR 2025	PLACE OF ISSUE (City/Mun./Prov.) CITY OF BAYBAY CITY	DATE ISSUED 7 1 2025		TAXPAYER'S COPY	
NAME (SURNAME) BAGARINAO, LYKA SABEJON		TIN (if Any):			
ADDRESS PDRK ROSE, SITIO CABACAB MARCOS, BAYBAY CITY, LEYTE		SEX: <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE			
CITIZENSHIP FILIPINO	ICR NO. (If an Alien)	PLACE OF BIRTH BAYBAY, LEYTE		HEIGHT	
CIVIL STATUS <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married	<input type="checkbox"/> Widower/Widowed/Legally Separated <input type="checkbox"/> Divorced	(SINGLE)		DATE OF BIRTH 10/14/2001	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 P1,000.00)		P			
2. SALARIES OR GROSS RECEIPT OR EARNINGS DERIVED FROM EXERCISE OF PROFESSION OR PURSUIT OF ANY OCCUPATION (P1.00 for every P1,000)		5,000.00		5.00	
3. INCOME FROM REAL PROPERTY (P1.00 for every P1,000)					
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

 <p>Republic of the Philippines Philippine Health Insurance Corporation PHILHEALTH AGENTS RECEIPT (PAR)</p>	PAYOR'S COPY
	PAR NUMBER 327300976
NAME BAGARINAO, LYKA SABEJON	07/02/2025
AMOUNT RECEIVED 1,500.00	AGENT'S SIGNATURE 
VALIDATION BOX 1302-5664-2019 BAGARINAO, LYKA SABEJON VOLUNTARY JULY 2025-SEPTEMBER 2025 07/02/2025 1,500.00 327300976	
<div><div></div><div><i>Bawat Filipino, Miyembro Bawat Miyembro, Protektado Kalusugan ng Lahat, Segurado</i></div><div></div></div>	



Republic of the Philippines

PHILIPPINE HEALTH INSURANCE CORPORATION

Congressman Mate Avenue, Brgy 91, Abucay, Tacloban City, Leyte

(053) 523-8285

www.philhealth.gov.ph



MEMBER DATA RECORD

MEMBER BASIC INFORMATION

PhilHealth Identification Number (PIN) : 13-025664201-9 PhilSys Number : N/A

Member Type : DIRECT CONTRIBUTOR - SELF NHTS Coverage : N/A
EARNING INDIVIDUAL - Validity Period : N/A
INDIVIDUAL

BAGARINAO, LYKA SABEJON

PRK ROSE, MARCOS, CITY OF BAYBAY, LEYTE - 6521

Foreign Address : N/A Sex : FEMALE
Date of Birth : 10/14/2001
Place of Birth : CITY OF BAYBAY, LEYTE

Contact No. (Foreign) : N/A Civil Status : SINGLE
(Local) : 09107747935 Tax Identification Number :

ENTITY INFORMATION

Philhealth Number (PEN/POGN) : N/A
Name of Entity/Organized Group : N/A
Business Address : N/A

Telephone Number : N/A Employment Status : N/A
Tax Identification Number : N/A Date : N/A

DEPENDENT INFORMATION

PIN	Surname	Given Name	Middle Name	Sex	Relation	Date of Birth
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*** NO DECLARED DEPENDENTS ***

RONALD S. JABAY

REGIONAL VICE PRESIDENT
PRO - VIII Tacloban City

Paalala: Basahin ang nilalaman ng MDR. Kung may kulang o mali, ibalik agad upang maiwasto. Ingatan ang orihinal na kopya at huwag ibigay kahit kanino. Kung sakaling gagamit at makinabang ng benepisyo, magbigay ng kopya sa ospital.

(Reminder: Read the contents of the MDR. Should there be any data discrepancies, return it back to amend or rectify the error. Take good care of the MDR and do not hand it over to anybody. Provide photocopy to hospital in case of confinement and availment of benefits.)

This is a system generated report. Signature is not required. Printed At: Ormoc City, Leyte - Ground Floor Ormoc, Superdome, Ormoc City

07/02/2025 10:30:57 AM 30023205 30023205 / 07/02/2025 / 30023205 / 07/02/2025

