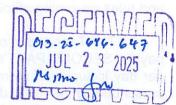


ACCOUNTING

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-

<u>HELEN P. ITABLE, LICHELL BHONG B. ARBISO</u>, of legal age, <u>Single/Married</u>, Filipino and with residence and postal address at, <u>Biasong Baybay City</u>, <u>Leyte</u>, <u>Linao Ormoc City</u>, <u>Leyte</u>, 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 **Administrative Aide III** to perform the functions and deliver the following outputs as follows:

HELEN P. ITABLE

- 1. Prepares journal entries, voucher for 101 Trust Projects.
- 2. Controls earmarks PR's, appointments under 101 Trust Projects.
- 3. Obligates vouchers, payrolls and PO's under 101 Trust Projects.
- 4. Liquidates obligated vouchers, payrolls and PO's under 101 Trust Projects.
- 5. Prepares quarterly, semi-annual, annual/terminal Financial Report on each projects.
- 6. Reconciliation of Prior Years/Idle Accounts.
- 7. Performs other tasks as assigned by superior from time to time.

LICHELL BHONG B. ARBISO

- 1. Prepares journal entries, voucher for 101 Trust Projects.
- 2. Controls earmarks PR's, appointments under 101 Trust Projects.
- 3. Obligates vouchers, payrolls and PO's under 101 Trust Projects.
- 4. Liquidates obligated vouchers, payrolls and PO's under 101 Trust Projects.
- 5. Prepares quarterly, semi-annual, annual/terminal Financial Report on each projects.
- Reconciliation of Prior Years/Idle Accounts.
- 7. Performs other tasks as assigned by superior from time to time.

ACCOUNTING

Visayas State University, Baybay City, Leyte Email: accounting@vsu.edu.ph Website: www.vsu.edu.ph Phone: +63 53 565 0600 Local 1006

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No.

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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 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 (₱603.40) per day 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 it's duly authorized representative. The above payments will be charged to **101T 20201050-6**;

THAT this contract shall take effect **July 21**, **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

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 hereunto set their hands this at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY Baybay City

By:

PROSE IVY G. YEPES

President (First Party)

HELEN P. ITABLE (Second Party)

LICHELL BHONG B. ARBISO
(Second Party)

Signed in the presence of:

1. NICK FREDDY R. BELLO Head, Accounting Office 2. 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 28 th day of 200 ML, personally appeared Dr. Prose Ivy G. Yepes with VSU ID No. 002163 and HELEN P. ITABLE, and LICHELL BHONG B. ARBISO, with valid ID Philhealth No. 13-025606588-7, and Philhealth No. 13-250757377-4 and respectively, known to me to be the same persons who executed the foregoing instrument 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. Page no. Book No.

Notary Public

ATTY. RYSANC. GUINOCOR

Notary Public
Until December 31, 2025
PTR No. 0327797-Baybay City, Leyte-1/17/2025
IBP No. 503557-Tacloban City-01/09/2025
Roll of Attorneys No. 57467
MCLE No. VII-0022195-04/14/2025
VSU, 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.

Page 3 of 3 FM-LEG-03 V02 06-20-2025

No.

VISAYAS STATE UNIVERSITY PERSONAL DATA SHEET For Job Order Workers

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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 examinate that he/she is physically and Physical Fitness Class: Remarks: Apparently Well at the Time of I	ned Mr./Ms. Arbiso, Lichell Bhong B. d/or medically fit or unfit to work. 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: 07-22-2025
Vision: A globally competitive university for science, tech Mission: Development of a highly competitive human reso and innovative technologies for sustainable com	urce, cutting-edge scientific knowledge

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Republic of the Philippines
Philippine Health Insurance Corporation



DATE

07/28/2025

No. A 07156423

Received from: ARBISO, LIGHELL BHONG BIOCO

PIN: 132507573774

Reference: INDIVIDUALLY PAYING (SELF EARNING IND

Zip Code: _ Tel. No.:

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MEMBERS' CONTRI-DC-SELF-EARNING INO. for Jul 1 - Sep 30, 2025	1,500.00		
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AMOUNT IN WORDS

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