



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-

AL DEAN D. CUSTODIO, of legal age, single, Filipino, and with residence and postal address at Brgy. Gabas, 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 **LABORATORY AIDE** to perform the functions and deliver the following outputs as follows:

- Inspect and maintain the condition of the Edtech Lab computers and office computers and determine what tools, materials, and labor are required to service them.
- Assists in lay-outing, type setting and printing of Learning Guides/module.
- Facilitates the faculty members in using the cumulus website for encoding and printing of grade sheets and class rosters.
- Coordinates office and administrative activities particularly storing, retrieving and integrating information.
- Maintains and record filing system of the office.
- Receives and relays IP messages and telephone calls for faculty and staff.
- Perform other activities assigned by the Department Head.

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-



actual number working 7/24/2025
listed functions for a total of 22 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 **Five Hundred Sixty-Eight Pesos and Seventy Centavos (P568.70)** 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 **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**;

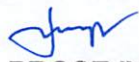
Confidentiality Clause: The **SECOND PARTY** is required to turn-over the data materials, equipment, and other things that come into his/her possession because of his/her job, and preserve the confidentiality of any information regarding the University, faculty, staff, and students. Any disclosure and 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 24 JUL 2025 at Baybay City, Leyte, Philippines.


VISAYAS STATE UNIVERSITY
Baybay City


By:


PROSE IVY G. YEPES
President
(First Party)


AL DEAN D. CUSTODIO
(Second Party)

Signed in the presence of:


ROSARIO P. ABELA
Head (DECEED)


ALICIA M. FLORES
Head, Budget Office


LUVILLA G. ALCOBER
Head, RSPPR

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.

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FM-LEG-03
V02 06-20-2025

No. C25-09

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 24 JUL 2025, personally appeared Dr. Prose Ivy G. Yepes with VSU ID No. V002163 and Mr. Al Dean D. Custodio with Postal ID No. I32210534496, 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. 1104 :
Page no. 56 :
Book No. 1 :
Series of 2025 .


Atty. Myra Belle L. Aure
Public Attorney III
[Pursuant to R.A. No. 9406]
NOTARY PUBLIC





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.



JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: AL DEAN D. CUSTODIO

Equivalent Job Title: Laboratory Aide

Name of Evaluator: Rosario P. Abela

Date: July 9, 2025

Instruction to evaluators: Please write your comments on the performance and work ethics of the above JO worker and give your ratings by checking the appropriate number using the rating scale below:

5 – Excellent

4 – Very Good

3 – Good

2 – Fair

1 – Poor

Criteria/evaluation statement	Rating					Comments
	5	4	3	2	1	
I. Work Performance						
1. Performance of all mandated functions as listed in the contract	/					
2. Over all attainment of outputs agreed with supervisor	/					
3. Quality and timeliness in the attainment of agreed outputs		/				
4. Efficiency and customer friendly frontline service to clients	/					
5. Knowledge on the over-all aspect of the job assignments	/					
II. Work Ethics/Attitude						
1. Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly	/					
2. Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs	/					
3. Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor	/					
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker	/					
5. Commitment to public service – reporting on time and willingly extend service if needed without thinking of additional compensation		/				

Evaluator's additional comments/recommendations:



What are the employee's strong points?

The employee is responsive to the various needs of the office employees.

What are the employee's weak points?

The employee needs to strengthen his interpersonal skills.

What intervention would you recommend to make the JO worker more effective?

Enhancing an open communication with the worker...

Final recommendation:

☒ renewal of the contract for another 6 months
☐ non-renewal of the contract due to below par performance

Certified Correct:

R. Abela
ROSARIO P. ABELA
(Evaluator)

Approved:

Leo A. Mamolo
LEO A. MAMOLO
(Next higher supervisor)

VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET
For Job Order Workers



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

1. SURNAME		C U S T O D I O																				
FIRST NAME		A L D E A N																				
MIDDLE NAME		D O H L N G																				
3. DATE OF BIRTH (mm/dd/yyyy)		08/07/1997					11. PRESENT ADDRESS															
4. PLACE OF BIRTH		BAYBAY CITY, LEYTE					Brgy. Patag, Baybay City, Leyte															
5. SEX		<input checked="" type="checkbox"/> Male <input 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.					09513669480										
							14. PHILHEALTH NO.					13-250692500-6										
7. CITIZENSHIP		Filipino					9. WEIGHT (kg)		60			15. TIN		604-676-714-00000								
8. HEIGHT (m)		1.70					10. BLOOD TYPE		NA			16. PAG-IBIG ID NO.		121292887614								
17. SPOUSE'S SURNAME		N/A										18. NAME OF CHILD (Write full name and list all)					DATE OF BIRTH (mm/dd/yyyy)					
FIRST NAME												N/A					N/A					
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, <u>Graduated</u>) Degree: BS in COMPUTER SCIENCE																				
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		LABORATORY AIDE					FACULTY OF TEACHER EDUCATION					568.70/Day			JOB ORDER			YES		
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 SKILLS		/																				
DRIVING							/															
TYPING		/																				
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																		
Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)		Feb 23, 2024		Feb 23, 2024			8.0					HRMO, Visayas State University										
DESO Technical Support Staff Training		Feb 21, 2022		Feb 22, 2022			16					Commission on Election										

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.

20. COMMUNITY TAX CERTIFICATE NO. 02724167 ISSUED AT: Baybay City, Leyte ISSUED ON (mm/dd/yyyy): 7/16/25
SIGNATURE: DATE ACCOMPLISHED: (mm/dd/yyyy) July 15, 2025



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

PAYOR'S COPY

PAR NUMBER

327301357

NAME

CUSTODIO, AL DEAN DOHILING

DATE

07/16/2025

AMOUNT RECEIVED

1,500.00

AGENT'S SIGNATURE

LGU BAYBAY

VALIDATION BOX

PIN
NAME
MEMBER TYPE
APPLICABLE PERIOD
AMOUNT
VALIDATION DATE
PAR NUMBER

1325-0692-5006

CUSTODIO, AL DEAN DOHILING
VOLUNTARY

JULY 2025-SEPTEMBER 2025

1,500.00

07/16/2025

327301357

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

COMMUNITY TAX CERTIFICATE		INDIVIDUAL	CCI2023 02722197	
YEAR 20	PLACE OF ISSUE (City/Mun./Prov.) CUSTODIO, (FIRST) AN DOHILING (MIDDLE)	DATE ISSUED 26 2025	TAXPAYER'S COPY	
NAME (SURNAME)		TIN (If Any):		
ADDRESS GASUGAN, BAYBAY CITY, LEYTE		SEX: <input type="checkbox"/> 1 MALE <input checked="" type="checkbox"/> 2 FEMALE		
CITIZENSHIP FILIPINO	ICR NO. (If an Alien)	PLACE OF BIRTH BAYBAY, LEYTE	HEIGHT	
CIVIL STATUS <input type="checkbox"/> 1 Single <input type="checkbox"/> 2 Married <input type="checkbox"/> 3 Widow/Widower/Legally Separated <input type="checkbox"/> 4 Divorced	DATE OF BIRTH 7/1997	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)				
2. SALARIES OR GROSS RECEIPT OR EARNINGS DERIVED FROM EXERCISE OF PROFESSION OR PURSUIT OF ANY OCCUPATION (P1.00 for every P1,000)		P 95,000.00	95.00	
3. INCOME FROM REAL PROPERTY (P1.00 for every P1,000)				
Right Thumb Print	TAXPAYER'S SIGNATURE	TOTAL	P 100.00	
		INTEREST	14.00	
	ALBERTA BUENA A. MANATAD	TOTAL AMOUNT PAID	P 114.00	
MUNICIPAL / CITY TREASURER		(In words): HUNDRED FOURTEEN PESOS ONLY		

DOP: 03.24.2023