



**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-

**MR. BRIAN CHRISTOPHER L. BULAWAN**, of legal age, single, Filipino, and with residence and postal address at **948 D-Veloso St. Baybay City, Leyte**, 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 **ITSpecialist** to perform the functions and deliver the following outputs as follows:

1. To manage the official admission app (cat2026.vsu.edu.ph).
2. To maintain and manage the Moodle classroom for online college admission tests.
3. To assign and manage Zoom accounts during the conduct of online CAT.
4. To conduct the online admission screening and online college admission test.
5. To generate the list of admission qualifiers.
6. To manage the official Email and Facebook page of the office.
7. Performs other functions assigned by the Head of the Office.

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-




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 16 JUL 2025 personally appeared Dr. Prose Ivy G. Yepes with VSU ID No. V002163 and **BRIAN CHRISTOPHER L. BULAWAN** with PH I.D No. **4319-8504-5781-3602**, 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.

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**ATTY. RYSAN C. GUINOCOR**  
Notary Public  
**NOTARY PUBLIC**  
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



