



CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into 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. 9437, 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-

MS. MARIANNE JOYCE D. GALLEGO of legal age, Married, Filipino and with residence and postal address at Brgy. Guadalupe, Inopacan, Leyte, hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the **FIRST PARTY** is engaged not only in instruction but also in research and extension;

WHEREAS, the **FIRST PARTY** is grantee of research funds from other government agencies such as PCARRD, DA and other private institutions;

WHEREAS, the **FIRST PARTY** is in need of personnel who possess the necessary technical know-how in the field of agricultural research to conduct researchers of assist the researchers in the conduct of research activities;

WHEREAS, the **SECOND PARTY**, possesses the required technical know-how in agricultural research and willing to participate in any research and development activities.

NOW, THEREFORE, premises considered, the parties hereto hereby agree as they have agreed under the terms and conditions to wit:

That the **FIRST PARTY** hereby employs the services of the **SECOND PARTY** as Science Aide of the Extension Office at VSU, ViSCA, Baybay City, Leyte effective **January 1, 2025 to June 30, 2025** at the rate of **EIGHTEEN THOUSAND, TWO HUNDRED NINE PESOS (P 18,209.00)** per month with the following duties and responsibilities:

That the **SECOND PARTY** has the following duties and responsibilities:

1. Assist the Director for Extension in the performance and developing the plans and approaches to help enhance the productivity, profitability and the well-being of the farmers in the Visayas.
2. Coordinate with extension activities and projects implemented by research centers and provide support for needed services.
3. Monitoring & Evaluation In-Charge (Core Function)
 - Recommending and reviewing Extension proposal submitted by the research center and academic units to the Extension Director
 - Facilitate the conduct of impact assessment studies of extension projects by the third party.

- Overall Review, monitoring and consolidation of all extension projects/programs activities conducted, accomplishment & workloads from Research Centers and Academic Units.
 - Coordinate with the Extension Director for Conducting periodic appraisal, monitoring and evaluation of extension projects.
 - Facilitating Extension projects/program for Proposal Review, Facilitating Extension In-House Review and Extension Reports.
4. Extension Budget Funds In-charge
 - Facilitating budget appropriation, monitoring and evaluation of funds utilization for VSU Funded.
 5. Co-facilitator of Extension Training-Workshop.
 6. Performs other tasks that may be assigned by the supervisor/superiors

That for and in consideration of the services of the SECOND PARTY, the FIRST PARTY binds itself to pay the former a total of **P 218,508.00** only representing salary including **PERA** and **ACA** payable at least twice a month at VSU, ViSCA, Baybay, City upon presentation of daily time record duly attested by the representative of the FIRST PARTY;

That the SECOND PARTY authorizes the FIRST PARTY to deduct from the former's monthly salary the amount corresponding to contributions for GSIS, PhilHealth and PAG-IBIG premiums which could not be legally provided for by the FIRST PARTY over the duration of this contract.

That the FIRST PARTY grants the SECOND PARTY the necessary expenses for travel made officially in connection with the project and duly approved by the FIRST PARTY or her duly authorized representative upon presentation of pertinent supporting papers and subject to usual accounting and auditing rules and regulations.

That the SECOND PARTY shall be entitled to leave benefits as provided for the Joint CSC and DBM Circular No. 99-7 dated December 29, 1999. However, since monetization of leave credits and payment of terminal benefits of contractual employees are chargeable only to the lump sum appropriation of the agency, the SECOND PARTY should enjoy all leave credits within the year it's earned.

That the SECOND PARTY hereby undertakes to treat all research results derived from the research conducted or that information divulged by the researcher of which she has access to by reason of her duties and responsibilities as highly confidential albeit the possible presence of other available sources relative thereto.

That the SECOND PARTY will not claim as her own project-derived intellectual property as a result of the task assigned to her though she shall be duly acknowledged for the success of the same.

That the SECOND PARTY hereby undertakes to refuse employment, which involves or may involve the disclosure or use of the confidence reposed on her by the researcher.

That the SECOND PARTY agrees to the reservation of a right of the FIRST PARTY to terminate the services of the former in the event that the performance of the SECOND PARTY is prejudicial to the smooth and efficient operation of the FIRST PARTY in achieving the purpose, for the lack of funds, or for other just cause;

That in case either party desires to terminate this contract before its expiration date, written notice shall be served to the other party at least thirty (30) days before effectivity of the termination.

Vice President for Research, Extension and Innovation

SANTIAGO T. PEÑA JR.

Director, Human Resource Management and Development

HONEY SOFIA V. COLIS

CATHERINE C. ARRADAZA

Director, Extension Office

MARIANNE JOYCE D. GALLEGO

2nd PARTY

PROSE IVY G. YEPES

UNIVERSITY PRESIDENT (1st PARTY)

IN WITNESS WHEREOF, we hereunto set their hands this 15 day of JAN, 2025 at Baybay City, Leyte, Philippines.


VISAYAS STATE UNIVERSITY
ViSCA, Baybay City, Leyte

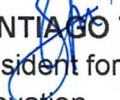
By:


PROSE IVY G. YEPES
University President
(First Party)


MARIANNE JOYCE D. GALLEGO
(Second Party)

Signed in the presence of:


1. **CATHERINE C. ARRADAZA**
Director, Extension Office


2. **SANTIAGO T. PEÑA, JR.**
Vice President for Research, Extension
and Innovation


3. **HONEY SOFIA V. COLIS**
Director, Human Resource Management and Development

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 15th day of JAN, 2025, personally appeared **DR. PROSE IVY G. YEPES** with **VSU ID No.: V002163** and **MS. MARIANNE JOYCE D. GALLEGO** with **VSU ID No. V002174**, 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.


ATTY. RYSANC C. GUINOCOR

Notary Public
PTR No. 0211113- Baybay, Leyte- 01/04/2024
IBF No. 395067- Tacloban City- 01/03/2024
Roll of Attorneys No. 57467
MCLE No. VII-0022195-04/14/2025
Visca, Baybay City, Leyte

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Book No. U
Series of 2025