



VISAYAS
STATE UNIVERSITY



PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: 1041(LOCAL)

Email: www.ppo@vsu.edu.ph

Website: www.vsu.edu.ph

CONTRACT OF SERVICES
(Contractual Driver II)

KNOW ALL MEN BY THESE PRESENTS:

This contract is made and entered into by and between:

THE VISAYAS STATE UNIVERSITY (VSU), an institution of higher learning established under Pres. Decree No. 470 as amended by Pres. Decree No. 700, and converted into state university by virtue of R.A. 9158 and 9437, with principal office at Visca, Baybay City, Leyte, Philippines duly represented by the University President, **DR. PROSE IVY G. YEPES**, hereinafter referred to as the **FIRST PARTY**,

-and-

JIMMY P. JAGONOS, of legal age, Filipino, married, with residence address at Brgy. Cogon, Baybay City, Leyte, 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 have hereunto agreed on the following terms and conditions, to wit;


The **FIRST PARTY** hereby employs the services of the **SECOND PARTY** as **DRIVER II** of Toyota Hilux with plate number S5V677 in Motor Pool Services Unit/ PPO, VSU, VISCA, Baybay City, Leyte effective November 4, 2024 to June 30, 2025 at the rate of P16,209.00/month with the following duties and responsibilities:


1. Operate and drive the assigned vehicle to convey university faculty and staff, official guest and properties to their authorized and specified destination;
2. Conduct "BLOWBAGETS" (Battery, Light, Oil, Water, Air, Gas, Engine, Tire and Self) procedure on the assigned vehicle using the "Daily Inspection Checklist" and "Vehicle Condition Report" to ensure roadworthiness and safety;
3. Promptly to report to specified call in the Trip Ticket;
4. Maintain the daily cleanliness, care and preventive maintenance service on the assigned vehicle and garage and its surroundings;
5. Observe road discipline and traffic rules including road courtesy, proper driving habits and careful/defensive driving;
6. Fill up Trip Ticket and submit immediately after travel;
7. Render services whether regular or overtime, as needed during disasters, emergencies, or other exigencies of the services.
8. Report any vehicular accident, breakdown or emergency and, secure Police Report and submit narrative report on the incident;
9. Demonstrate respect and courtesy to supervisors, dispatchers and passengers in the course of official duties as driver;
10. Assist mechanic/technician for the repair and maintenance of the unit to reduce downtime.

IN WITNESS WHEREOF, we have hereunto set our hands on this 21 JAN 2025 day of 21 JAN 2025, 2025 in VSU, Baybay City, Leyte, Philippines.

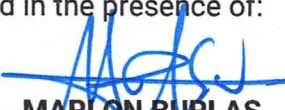
VISAYAS STATE UNIVERSITY
Baybay City, Leyte

By:


PROSE IVY G. YEPES
University President
(First Party)


JIMMY P. JAGONOS
(Second Party)

Signed in the presence of:


MARLON BURLAS
Director, Physical Plant Office

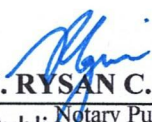

HONEY SOFIA V. COLIS
Director, Human Resource Management Office

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF L EYTE) S.S.
CITY OF BAYBAY)

BEFORE ME, this 21 JAN 2025 day of _____, 202 at Baybay City, Leyte personally appeared **DR. PROSE IVY G. YEPES** with Residence Certificate No. _____ issued on _____ at Baybay City, Leyte with VSU ID No. VOO2163 and **MR. JIMMY P. JAGONOS** with Residence Certificate No. 02706142 issued on January 3, 2025 at Baybay City, Leyte and with VSU No. _____ 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.

WITNESS MY HAND AND SEAL on the date and place first above given.

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Series No. 2025


ATTY. RYSAN C. GUINOCOR
Notary Public
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
Visca, Baybay City, Leyte