



**VISAYAS**  
STATE UNIVERSITY

## NATIONAL COCONUT RESEARCH CENTER- VISAYAS

### CONTRACT OF SERVICES (Renewal)

#### KNOW ALL MEN BY THESE PRESENTS

This contract made and entered into by and between:

The VISAYAS STATE UNIVERSITY, an institution of higher learning established under Republic Act No. 9158 with principal office at Visca, Baybay City, Leyte duly represented by the University President, **DR. EDGARDO E. TULIN**, hereinafter referred to as the **FIRST PARTY**;  
and

**JEREMIAS S. VESTRA**, of legal age, Filipino, married and residing at Brgy. Guadalupe, Baybay City, 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 knowhow in the field of agricultural research; to conduct researches or assist the researcher in the conduct of research activities;

WHEREAS, the **SECOND PARTY** possess the required technical knowhow in agricultural research and willing to participate in any research and development activities;

NOW THEREFORE, premises considered, the parties hereto have hereunto agreed the following terms and conditions, to wit;

The **FIRST PARTY** hires the services of the **SECOND PARTY** as **Science Research Assistant** of the **Production Section** Code No. **NCRC.OC. 211.02** at VSU, Visca, Baybay City, Leyte effective **January , 2024 until June 30, 2024** at the rate of **P 21,211.00/month** with the following duties and responsibilities:

- 1) Assist the project/study leaders in the implementation of Research Development, Extension and Production activities of the section
- 2) Supervise the laborers in implementing the activities of the section
- 3) Gather data, analyze and prepare reports;
- 4) Manager IGP Projects of the Center
- 5) Conduct training in coconut seedlings establishments and production
- 6) Assist in the implementation of NCRC extension

That in consideration of the **SECOND PARTY**, the **FIRST PARTY** binds itself to pay the former in the total amount of **ONE HUNDRED THIRTY NINE THOUSAND TWO HUNDRED SIXTY SIX PESOS (P139,266.00)** including ACA, PERA and ADDITIONAL COMPENSATION ALLOWANCE for 6 months, payable at least twice a month at VSU, Visca, Baybay City, Leyte upon presentation of a 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 contribution to 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 travels 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;

**DANIEL LESLIE S. TAN**



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**Vision** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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FM-LEG-03

v0 05-04-2020

No. 2024-03



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

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

That the **SECOND PARTY** will not claim as his own project-derived intellectual property as result of the task assigned to him though he/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 him by the researcher.


That the **SECOND PARTY** agrees to the reservation of a right or the **FIRST PARTY** to terminate 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 of the project, for lack of funds, or for other just cause;

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

IN WITNESS, WHEREOF, we hereunto set our hands on this **1st day of January 2024** in VSU, Visca, Baybay City, Leyte.

VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte

By:   
**DANIEL LESLIE S. TAN**  
OIC - University President  
(First Party)

  
**JEREMIAS S. VESTRA**  
Science Res. Asst.  
(Second Party)

Signed in the presence of:

  
**DARIO P. LINA**  
Section Head

  
**HONEY SOFIA V. COLIS**  
Director, QDHRMO


  
**DENNIS P. PEQUE**  
VP for Res. Extension & Innovation

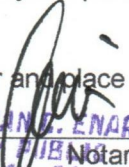
REPUBLIC OF THE PHILIPPINES)  
PROVINCE OF LEYTE ) S. S.  
CITY OF BAYBAY )  
**JAN 26 2024**

On this \_\_\_\_\_ day of \_\_\_\_\_ 2024 personally appeared before me **Dr. Daniel Leslie S. Tan** representing the Visayas State University, Visca, Baybay City, Leyte with **VSU ID #V00501 issued on Sept 26, 2022** and **JEREMIAS S. VESTRA** with **Professional Driver's License H03-98-03083** which expires on **June 9, 2024** with **VSU ID No. V00711** known to me to be the same persons who executed the foregoing instrument and they acknowledge to me the same is their free and voluntary act and deed.

This instrument consisting of two (2) pages including this page where the acknowledgment has been written, signed on the left hand margin of each and every page hereto by the parties and their witnesses and sealed with the notarial seal.

IN WITNESS WHEREOF, I hereunto set my hand the day, year and place above written.

Doc. No. :   
Page No. : 19  
Book No. : 191  
Series of : 2024

  
**ATTY. VIVIANO ENARIO-VIDALLON**  
NOTARY PUBLIC  
NO. NO. B-23-11-06, JANUARY 10, 2024  
UNTIL DECEMBER 31, 2025  
ROLL NO. 12345  
PTR NO. BC023 DHRM 123456789, 1/10/2024, BAYBAY CITY, LEYTE  
IRF NO. 387032, 1/27/2024, LEYTE  
MCLE COMPLIANCE NO. VII-0004765



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