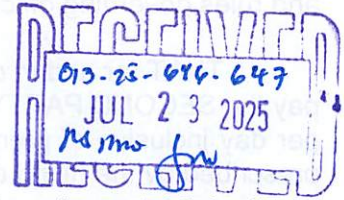




**CONTRACT OF SERVICE FOR INDIVIDUAL JOB ORDER WORKER**

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-

**HELEN P. ITABLE, LICHELL BHONG B. ARBISO**, of legal age, Single/Married, Filipino and with residence and postal address at Biasong Baybay City, Leyte, Linao Ormoc 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 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 **Administrative Aide III** to perform the functions and deliver the following outputs as follows:

**HELEN P. ITABLE**

1. Prepares journal entries, voucher for 101 Trust Projects.
2. Controls earmarks PR's, appointments under 101 Trust Projects.
3. Obligates vouchers, payrolls and PO's under 101 Trust Projects.
4. Liquidates obligated vouchers, payrolls and PO's under 101 Trust Projects.
5. Prepares quarterly, semi-annual, annual/terminal Financial Report on each projects.
6. Reconciliation of Prior Years/Idle Accounts.
7. Performs other tasks as assigned by superior from time to time.

**LICHELL BHONG B. ARBISO**

1. Prepares journal entries, voucher for 101 Trust Projects.
2. Controls earmarks PR's, appointments under 101 Trust Projects.
3. Obligates vouchers, payrolls and PO's under 101 Trust Projects.
4. Liquidates obligated vouchers, payrolls and PO's under 101 Trust Projects.
5. Prepares quarterly, semi-annual, annual/terminal Financial Report on each projects.
6. Reconciliation of Prior Years/Idle Accounts.
7. Performs other tasks as assigned by superior from time to time.

*Handwritten signature*

*Handwritten signature*

*Handwritten initials*

*Handwritten signature*



*Handwritten initials*



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 for and in consideration of the foregoing service, the **FIRST PARTY** binds itself to pay the **SECOND PARTY** in the amount of **SIX HUNDRED THREE & FORTY CENTS (P603.40)** per day inclusive of premium at not less than 8 hours per day based on the work schedule as prescribed by the hiring department/office/center/unit;

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 **101T 20201050-6**;

THAT this contract shall take effect **July 21, 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

**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.

That 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.


*Handwritten signatures and initials in blue ink on the left margin.*

*Handwritten signature in blue ink on the right side of the page.*

IN WITNESS THEREOF, the parties have hereunto set their hands this \_\_\_\_\_ at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY  
Baybay City

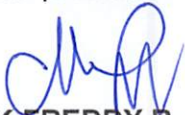
By:

  
PROSE IVY G. YEPES  
President  
(First Party)

  
HELEN P. ITABLE  
(Second Party)

  
LICHELL BHONG B. ARBISO  
(Second Party)

Signed in the presence of:

  
1. NICK FREDDY R. BELLO  
Head, Accounting Office

  
2. LUVILLA G. ALCOBER  
Head, RSPPRO

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 28th day of 2025 JHL, personally appeared Dr. Prose Ivy G. Yepes with VSU ID No. 002163 and HELEN P. ITABLE, and LICHELL BHONG B. ARBISO, with valid ID Philhealth No. 13-025606588-7, and Philhealth No. 13-250757377-4 and respectively, 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.

Notary Public

  
**ATTY. RYSAN C. GUINOCOR**

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  
VSU, Baybay City, Leyte

Doc. No. 1289  
Page no. 99  
Book No. CM  
2025

**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.







**MEDICAL CERTIFICATE  
(For Employment)**

This is to certify that I have seen and examined Mr./Ms. *Arbisio, Lichen Bhang B.*  
*23* / *Female* that he/she is physically and/or medically  fit or  unfit to work.  
Physical Fitness Class: *A*  
Remarks: *Apparently Well at the Time of Examination*

- Class A:** Physically fit for any work
- Class B:** Employable but with correctible defects
- Class C:** Employed but with certain limitations and needing regular medication/check up
- Class D:** Unfit to work.

Name & Signature of the Physician:

**MERRY CHRIST'L S. GUINOCOR, M.D.**

License No.: 111828

Date Examined: *07-22-2025*

**Vision:**  
**Mission:**

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





**PHILHEALTH**  
**OFFICIAL RECEIPT**  
 Republic of the Philippines  
 Philippine Health Insurance Corporation



**DATE** 07/28/2025 **NO. A** 07156423

**Received from:** ARBISO, LICHELL BHONG BIOCO  
 PIN: 132507573774  
**Reference:** INDIVIDUALLY PAYING (SELF-EARNING IND.)  
**Zip Code:** \_\_\_\_\_ **Tel. No.:** \_\_\_\_\_

NATURE OF COLLECTION	AMOUNT
MEMBERS' CONTRI-DC-SELF-EARNING IND. for Jul 1 - Sep 30, 2025	1,500.00
<b>TOTAL</b>	<b>₱ 1,500.00</b>
<b>AMOUNT IN WORDS</b>	One thousand five hundred and 00/100 pesos

<input type="checkbox"/> Cash	<input type="checkbox"/> Drawee Bank	<input type="checkbox"/> Number	<input type="checkbox"/> Date
<input type="checkbox"/> Check			
<input type="checkbox"/> Money Order			
<b>Premium Donor for:</b>	<b>Received the Amount Stated Above</b>		
<b>Billing Statement No.:</b>	<i>[Signature]</i>		
<b>Billing Date:</b>	<b>CASHIER</b> <b>COLLECTING OFFICER</b>		

OR#A07156423 TRANS 00001 MGC 28-Jul-2025 08:03am P 1,500.00  
 CA  
 13042507280000112570130485#043A65D0004D4672C  
 PRO-VIII LHIO ORMOC  
 2ND FLR. CEBU CFI BLDG., AMLES ST., ORMOC CITY, LEYTE

**PAYOR'S COPY**

Revised October 2013

