CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This CONTRACT is made and entered into by and between:

organized and operating under Batas Pambansa Blg. 12, with principal office address at Irigo St., Bo. Obrero, Davao City, represented herein by its University President, DR. BONIFACIO G. GABALES, JR., state university σ SOUTHEASTERN PHILIPPINES, hereafter referred to as the "UNIVERSITY" Р The UNIVERSITY

The SOUTHERN MINDANAO AGRICULTURE AND RESOURCES RESEARCH AND DEVELOPMENT CONSORTIUM based at the UNIVERSITY OF SOUTHEASTERN PHILIPPINES, with office address at Iñigo St., Bo. Obrero, Davao City, hereinafter referred to as

Castillo, Barangay Agdao, Davao City, hereinafter referred to as "Project Administrative Aide III" MS. JEANETTE N. ACLARACION, of legal age, and a resident of 164 R.

-Witnesseth-

WHEREAS, the Southern Mindanao Agriculture, Aquatic and Natural Resources Research and Southeastern Philippine with the Research Division as its nucleus, from the Department University the was transferred to of Agriculture Regional Field Unit XI on April 1, 2003. (SMAARRDEC) Consortium Development

WHEREAS, the Project Administrative Aide III has offered her services to the consortium and whose offer was accepted but subject to the terms and considerations hereinafter stipulated.

THEREFORE for and in consideration of the mutual covenant and agreements made herein, the UNIVERSITY through SMAARRDEC and the Project Administrative Aide III by these presents entered into Contract of Service whereby the University through SMAARRDEC hires the services of the latter under the following terms and conditions, NOW,

- The duration of this contract shall be from January 1, 2025 until June 30, 2025, but subject to renewal after careful evaluation of the performance of the Project Administrative Aide III. ÷
- The Project Administrative Aide III shall report to the Consortium Director of SMAARRDEC who assigns and checks her daily activities. αi
- This Project Administrative Aide III shall perform the following functions and duties, to wit: S.
- Facilitates in retrieving documents of unliquidated projects of USeP;
- Coordinates with and assists the CMIs in submission of financial reports of on-going and completed consortium-initiated/implemented projects accountabilities to PCAARRD, and
- Assist in the conduct of regional consultations on financial management including seminars/trainings for CMIs. .
- the Project Administrative Aide III shall be entitled to a fixed monthly compensation of TWENTY-TWO THOUSAND SEVEN HUNDRED FOURTY-EIGHT PESOS (P22,748.00) of which the same shall report to the office eight (8) hours a day, 8:00 AM to 5:00 PM, from Monday to Friday. She shall be entitled to a Premium Pay performance of her aforementioned functions and duties, strative Aide III shall be entitled to a fixed monthly comp

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based on Joint Circular (CSC, COA, DBM) No. 1, 5, 2018 subject to availability of funds. Additionally, she shall be entitled to a travel expense, and the granting of per diem, for official travels related to SMAARRDEC activities subject to the availability of funds and in accordance with existing rules and regulations on travel allowances

- risk arising out of and during the course of her official travel. Hence, the Project expected to procure her own insurance coverage relating to these travels. Moreover, due to the nature of her relationship with the and all liability or claim she may have with respect to any bodily injury, personal The Project Administrative Aide III understands that she may be exposed to any University, the **Project Administrative Aide III** exonerates the University from any injury, illness, death or property damage. Administrative Aide III is S
- The SMAARRDEC may revoke/cancel this contract anytime or even before the expiration of this contract without the necessity of judicial proceedings for reasons such as but not limited to lack of funds, poor performance, and any violation of the terms and conditions of the contract made by the Project Administrative Aide III.

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In the exigency of service, you will be required to perform overtime beyond the stipulated period provided that there is an approved letter request and plan of Services rendered will be paid for the following rate as stipulated in the Handbook on Workers' Statutory Monetary Benefits, 2019 Edition: work/activities.

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- 125% regular working days
- special holiday during rest day 130% rest day 150% special ho
- 200% X 130% regular holiday during rest day

ω.

the services rendered hereunder are not considered and will not be accredited as and the latter is not entitled to benefits enjoyed by the That it is understood that this contract does not create an employer-employee relationship between the University and the Project Administrative Aide III; that permanent personnel of the University. government service;

6

Non-Disclosure. It is expressly understood by the University to the contractor that methodologies, quality standards, production capabilities, marketing, finance and all other related document, manuals and operational or technical matter that the confidentiality. Both parties hereby undertake to prevent disclosure of transfer of Project Administrative Aide III promptly signs the Non-Disclosure Agreement University shall make available to them in discharge of his work shall be kept with assurance. unconsciously, to any party outside of SMAAARDEC shall ensure that, upon the commencement of her duties, University. quality workplace without the knowledge and written consent of the and shall retain a copy of the agreement in its office records. standard, process technology, such information, consciously or o information

N WITNESS WHEREOF, the parties hereunto signed and affixed their signature this at Davao City, Philippines.

SQUTHEASTERN UNIVERSITY OF PHILIPPINES GABALES, JR. DR. BONIFACIO SUC President IV

JEANETTE N. ACLARACION Project Administrative Aide III Recommending Approval:

| A | MAPORTANTE
| Director, SMAARRDEC

Funds Available:

MARIA LUISA B. FAUNILLAN Vice President for Administration

ABIGAIL F. FRANCISCO

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES) CITY OF DAVAO) S.S.

this Davao, φ City the .⊑ and ō Public Notary σ Ä BEFORE

__, personally appeared:

Name	Government Issued ID	Date and Place
	.02	Dancel
BONIFACIO G. GABALES JR.	PRC ID NO. 0203287	Davao City
JEANETTE N. ACLARACION		

known to me and known to be the same persons who executed the foregoing Contract of Service consisting of three (3) pages, including the page in which this Acknowledgment is written, and who acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL, on the date and place above written.

NOTARY PUBLIC

Doc. No. 363 Page No. 67 Book No. 7 Series of 2025.

ATTY. KARL MAX*LU LABANON, RN Notary Public for Davao City Roll of Attornery No. 82238 Commission No. 2024/023-2025 Until December 31, 2025 Until December 31, 2025 Unit December 31, 2025 WR No. 0835098ED, 12/36/2024 PTR No. 0835098ED, 12/36/2024



CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS

This CONTRACT is made and entered into by and between:

The UNIVERSITY OF SOUTHEASTERN PHILIPPINES, a state university organized and operating under Batas Pambansa Blg. 12, with principal office address at Iñigo St., Bo. Obrero, Davao City, herein represented by its University President DR. BONIFACIO G. GABALES, JR., hereafter referred to as the "UNIVERSITY";

The SOUTHERN MINDANAO AGRICULTURE AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT CONSORTIUM based at the UNIVERSITY OF SOUTHEASTERN PHILIPPINES, with office address at Inigo St., Bo. Obrero, Davao City, hereinafter referred to as "SMAARRDEC";

-and-

MR. LLOYDS RYAN T. LUGATIMAN, of legal age, and a resident of Barcelona St., Villa Alevida, Indangan, Davao City, hereinafter referred to as "Project Technical Aide VI".

-Witnesseth

WHEREAS, the Southern Mindanao Agriculture, Aquatic and Natural Resources Research and Development Consortium (SMAARRDEC) was transferred to the University of Southeastern Philippine with the Research Division as its nucleus, from the Department of Agriculture Regional Field Unit XI on April 1, 2003

WHEREAS, the Project Technical Aide VI has offered his services to the consortium and whose offer was accepted but subject to the terms and considerations hereinafter stipulated.

- NOW, THEREFORE for and in consideration of the mutual covenant and agreements made herein, the UNIVERSITY through SMAARRDEC and the Project Technical Aide VI (PTA) by these presents entered into Contract of Service whereby the University through SMAARRDEC renews the services of the latter under the following terms and conditions,
- _ The duration of this contract shall be from January 1, 2025 until June 30, 2025, but subject to renewal after careful evaluation of the performance of the **Project Technical Aide VI**.
- 2 checks his daily activities SMAARRDEC through Technology Transfer Cluster Coordinator who assigns and The Project Technical Aide VI shall report to the Consortium Director of
- ယ to wit This Project Technical Aide VI shall perform the following functions and dufies
- consortium; and maintains knowledge management systems of the
- member institutions relative to the data needed for the systems; Coordinates with (KM/TTC) ICT/TTC focal persons of the consortium
- Enhances and maintains web page of the consortium; and
- Assists in routing documents for signature

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AM to 5:00 PM, from Monday to Friday. He shall be entitled to a Premium Pay based on Joint Circular (CSC, COA, DBM) No. 1, 5, 2018 subject to availability of (P27,871.00) of which the same shall report to the office eight (8) hours a day, 8:00 Technical Aide VI (PTA) shall be entitled to a fixed monthly compensation of TWENTY-SEVEN THOUSAND EIGHT HUNDRED SEVENTY-ONE PESOS In the performance of his aforementioned functions and duties, the Project

funds. Additionally, he shall be entitled to a travel expense and the granting of per diem for official travels related to SMAARRDEC activities subject to the availability allowances of funds and in accordance with existing rules and regulations on travel

- S or property damage. claim he may have with respect to any bodily injury, personal injury, illness, death these travels. Moreover, due to the nature of his relationship with the University, the Project Technical Aide VI exonerates the University from any and all liability or Technical Aide VI is expected to procure his own insurance coverage relating to The **Project Technical Aide VI**, understands that he may be exposed to any risk arising out of and during the course of his official travel. Hence, the Project
- 0 terms and conditions of the contract made by the Project Technical Aide VI. such as but not limited to lack of funds, poor performance, and any violation of the expiration of this contract without the necessity of judicial proceedings for reasons The SMAARRDEC may revoke/cancel this contract anytime or even before the
- 7. work/activities. Services rendered will be paid for the following rate as stipulated in the Handbook on Workers' Statutory Monetary Benefits, 2019 Edition: stipulated period provided that there is an approved letter request and plan of In the exigency of service, you will be required to perform overtime beyond the
- 125% regular working days
- 130% rest day
- 150% special holiday during rest day 200% X 130% regular holiday during rest day

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relationship between the University and the Project Technical Aide VI; that the services rendered hereunder are not considered and will not be accredited as government service; and the latter is not entitled to benefits enjoyed by the permanent personnel of the University. That it is understood that this contract does not create an employer-employee

9 disclosure of transfer of such information, consciously or unconsciously, to any matter that the University shall make available to them in discharge of his work Agreement and shall retain a copy of the agreement in its office records University. The SMAAARDEC shall ensure that, upon the commencement of his party outside of the workplace without the knowledge and written consent of the finance and all assurance, Technical Aide VI that all information on technology, process standard, quality be kept with confidentiality. Both parties hereby undertake to prevent the methodologies, quality standards, production capabilities, marketing Project Technical Aide VI promptly signs the Non-Disclosure other related document, manuals and operational or technical It is expressly understood by the University to the Project

IN WITNESS WHEREOF at Davao City, Philippines the parties hereunto signed and affixed their signature this

PHILIPPINES UNIVERSITY 유 OUTHEASTERN

SUC President N DR. BONIFAC <u>റ</u> GABALES, JR

Project Technical Aide VI LLOYDS RYAN T. LUGATIMAN

GILBERT A IMPORTANTE Recommen Director, SMAARRDEC ing Approval: Funds Available:

12 LV

MARIA LUISA B. FAUNILLAN Vice President for Administration

> ABIGAIL F. FRANCISCO Finance Director

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES) CITY OF DAVAO) S.S.

> Davao, this Public for and in the City BEFORE ME, a Notary personally appeared:

Name	Government Issued ID No.	Date and Place Issued
BONIFACIO G. GABALES JR.	PRC ID NO. 0203287	Davao City
LLOYDS RYAN T. LUGATIMAN		

known to me and known to be the same persons who executed the foregoing Contract of Service consisting of three (3) pages, including the page in which this Acknowledgment is written, and who acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL, on the date and place above written.

NOTARY PUBLIC

ATTY. KARL MAX LU LABANON, RN

Notary Public for Davao City Roll of Attorneys No. 82238 Commission No. 2024-023-2025 Until December 31, 2025 IBP No. 485399, 12/19/2024 PTR No. 083608ED, 12/26/2024 MCLE Compliance: Admitted May 28, 2022

Funds Available:

MARIA LUISA B. FAUNILLAN Vice President for Administration

> ABIGAIL F. FRANCISCO Firance Director

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES) CITY OF DAVAO) S.S.

> Davao, this City Public for and in the ME, BEFORE Notary , personally appeared:

Name	Government Issued ID	Date and Place Issued
BONIFACIO G. GABALES JR.	PRC ID NO. 0203287	Davao City
LLOYDS RYAN T. LUGATIMAN		

known to me and known to be the same persons who executed the foregoing Contract of Service consisting of three (3) pages, including the page in which this Acknowledgment is written, and who acknowledged to me that the same is their free and voluntary act and deed.

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NOTARY PUBLIC

Doc. No. Page No. Book No.

Series of 2025.

ATTY. KARL MAX LU LABANON, RN

Notary Public for Davao City Roll of Attorneys No. 82238 Commission No. 2024-023-2025 Until December 31, 2025 IBP No. 485399; 12/19/2024 PTR No. 0836088D; 12/26/2024 MCLE Compliance: Admitted May 28, 2022

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS

This CONTRACT is made and entered into by and between:

operating under Batas Pambansa Blg. 12, with office and postal address at Iñigo St., Bo. Obrero. Davao City, represented in this contract by its University President, DR. BONIFACIO G. GABALES, JR., hereafter referred to as the "UNIVERSITY"; The UNIVERSITY OF SOUTHEASTERN PHILIPPINES, a state university organized and

hereinafter referred to as "SMAARRDEC"; RESEARCH AND DEVELOPMENT CONSORTIUM, based at the SOUTHEASTERN PHILIPPINES, with office address at Iñigo St., Bo. SOUTHERN MINDANAO AGRICULTURE AQUATIC AND NATURAL the Obrero, Davao City UNIVERSITY RESOURCES

-and-

MS. JONNALYN L. SURA, of legal age, Filipino, and a resident of Purok 3, Pantukan, Davao de Oro, hereinafter referred to as "Project Technical Aide VI" MS. JONNALYN L. Brgy. Tibagon,

-Witnesseth-

WHEREAS, the Southern Mindanao Agriculture, Aquatic and Natural Resources Research and Development Consortium (SMAARRDEC) was transferred to the University of Southeastern Philippine with the Research Division as its nucleus, from the Department of Agriculture Regional Field Unit XI on April 1, 2003.

WHEREAS, the Project Technical Aide VI(SRA) has offered her services to SMAARRDEC and whose offer was accepted but subject to the terms and considerations hereinafter

NOW, that SMAARRDEC renews the services of the latter under the following terms and conditions THEREFORE for and in consideration of the mutual covenant and agreements made herein, the UNIVERSITY through SMAARRDEC and the Project Technical Aide VI by these presents entered into Contract of Service whereby the University through

- subject to renewal after careful evaluation of the performance of the Project Technical Aide VI. The duration of this contract shall be from January 2, 2025 until June 30, 2025, but
- 2 SMAARRDEC through Technology Transfer Cluster Coordinator who assigns and checks her daily activities Project Technical Aide VI shall report to the Consortium Director of
- ω **\(\)** This Project Technical Aide VI shall perform the following functions and duties to
- Maintains SMAARRDEC webpage in coordination with the
- activities; and Assists in consolidating reports of the consortium; Coordinates with the SMAARRDEC member institutions on collaborative
- Does documentation of SMAARRDEC-related activities
- 4 VIshall be entitled to a fixed monthly compensation of TWENTY-SEVEN THOUSAND EIGHT HUNDRED SEVENTY-ONE PESOS (P27,871.00) of which the same shall report to the office eight (8) hours a day, 8:00 AM to 5:00 PM, from Monday to Friday. She shall be entitled to a Premium Pay based on Joint Circular In the performance of aforementioned functions, the Project Technical Aide VIshall be entitled to a fixed monthly compensation of TWENTY-SEVEN

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accordance with existing rules and regulations on travel allowances. shall be entitled to a travel expense and the granting of per diem for official travels related to SMAARRDEC activities subject to the availability of funds and in (CSC, COA, DBM) No. 1, 5, 2018 subject to availability of funds. Additionally, she

- G the Project Technical Aide VI exonerates the University from any and all liability or these travels. Moreover, due to the nature of her relationship with the University arising out of and during the course of her official travel. Hence, the Project The Project Technical Aide VI understands that she may be exposed to any risk or property damage claim she may have with respect to any bodily injury, personal injury, illness, death Technical Aide VI is expected to procure her own insurance coverage relating to
- 0 terms and conditions of the contract made by the Project Technical Aide VI expiration of this contract without the necessity of judicial proceedings for reasons such as but not limited to lack of funds, poor performance, and any violation of the The Consortium may revoke/cancel this contract anytime or even before the
- stipulated period provided that there is an approved letter request and plan of work/activities. Services rendered will be paid for the following rate as stipulated in the Handbook on Workers' Statutory Monetary Benefits, 2019 Edition: In the exigency of service, you will be required to perform overtime beyond the
- 130% rest day 125% regular working days
- 150% special holiday during rest day 200% x 130% regular holiday during rest day

σ

- That it is understood that this contract does not create an employer-employee relationship between the University and the Project Technical Aide VI; that the services rendered hereunder are not considered and will not be accredited as government service; and the latter is not entitled to benefits enjoyed by the permanent personnel of the University
- 9 disclosure of transfer of such information, consciously or unconsciously, to any party outside of the workplace without the knowledge and written consent of the University. The SMAAARDEC shall ensure that, upon the commencement of her duties, the Project Technical Aide VI promptly signs, the Non-Disclosure shall be kept with confidentiality. Both parties hereby undertake to prevent matter that the University shall make available to them in discharge of his work assurance, methodologies, quality standards, production capabilities, marketing, finance and all other related document, manuals and operational or technical Agreement and shall retain a copy of the agreement in its office records Non-Disclosure. It is expressly understood by the University to the Project Technical Aide VI that all information on technology, process standard, quality

IN WITNESS WHEREOF, the parties hereunto signed and affixed their signature this at Davao City, Philippines

PHILIPPINES UNIVERSITY OF SOUTHEASTERN

DR. BONIFACHO G. GABALES, JR. SUC President IV

JONNALYN L. SURA Project Technical Aide VI

Recommending Approval:

DR. GILBERT A. IMPORTANTE SMARRDEC Director 0

Funds Available:

MARIA LUISA B. FAUNILLAN

Vice President for Administration

ABIGAN F. FRANCISCO Finance Director

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES) CITY OF DAVAO) S.S

BEFORE 앜

ME, a Notary personally appeared: Public and 3 the City Davao, this

Name Government Issued ID Date and Place Issued No. BONIFACIO G. GABALES JR. PRC ID NO. 0203287 Davao City			JONNAL YN L SURA
Government Issued ID No. PRC ID NO. 0203287			
Government Issued ID No.	Davao City	PRC ID NO. 0203287	BONIFACIO G. GABALES JR.
Government Issued ID No.)		
į	Date and Place Issued	Government Issued ID No.	Name
		j	

Service consisting of three (3) pages, including the page in which this Acknowledgment is written, and who acknowledged to me that the same is their free and voluntary act and deed. known to me and known to be the same persons who executed the foregoing Contract of

WITNESS MY HAND AND SEAL, on the date and place above written.

NOTARY PUBLIC

ATTY, KARL MAXLU LABANON, RN Notary Public for Dawao City Notary Public for Dawao City Roll of Attorneys No. 82228 Commission No. 20244023-2025 Uncil December 31, 2025 Uncil December 31, 2024 PTR No. 083698DJ 12/19/2024 PTR No. 083698DJ 12/19/2024 PTR No. 083698DJ 12/19/2024 PTR No. 083698DJ 12/19/2024

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