

CONTRACT OF SERVICE
Data Controller III


This Contract of Service is made and executed by and between Mindanao State University-Iligan Institute of Technology, represented by its Chancellor, **ALIZEDNEY M. DITUCALAN** hereunder referred to as the **FIRST PARTY** and **VIRGILIO S. LUZANA** of legal age and a resident of Iligan City hereinafter referred to as the **SECOND PARTY**.


WITNESSETH

That the **FIRST PARTY** and the **SECOND PARTY** in consideration of the mutual covenant and agreements made here, by these presents enter into a Contract of Service, whereby the **FIRST PARTY** hires and employs the **SECOND PARTY** as Data Controller III in the Office of Monitoring and Evaluation, on the following conditions and terms, to wit:


1. The said **SECOND PARTY** signifies his/her intent which was considered by **FIRST PARTY** and agrees to give her/his undivided time and service in the employ of the **FIRST PARTY** for the period of September 15 – December 31, 2024, for the sum ₱ 1,227.27 per day charged against Institute Funds;
2. That the **SECOND PARTY** is entitled to additional premium pay of P2,500.00 per month;
3. The said **SECOND PARTY** possesses the education, experience, and skills to perform the job or services required;
4. That the services which the **SECOND PARTY** will perform are those which cannot be performed by regular personnel of the Institute, unless necessary in the exigency of service;
5. That the **SECOND PARTY** shall do and perform all such services and shall act properly and accordingly pertaining to the duties and responsibilities as mandated by his/her directed supervisor;
6. That the **SECOND PARTY** is not entitled to benefits enjoyed by government employees such as PERA, ACA, RATA, and other benefits such as mid-year bonuses, productivity incentives, Christmas bonuses, and cash gifts;
7. That it is understood that this contract does not create an employer-employee relationship between the **FIRST PARTY** and the **SECOND PARTY**; that the services rendered shall NOT be considered and will not be accredited as government service, hence NOT covered by the Civil Service Commission instead by Commission on Audit rules and regulations; and
8. That if the **SECOND PARTY** shall fail to observe or comply with the conditions and stipulations imposed upon him/her, herein **FIRST PARTY** may terminate the contract with due notice.

IN WITNESS WHEREOF, Parties hereunto affixed their signature this _____ day of _____ at Iligan City, Philippines.


VIRGILIO S. LUZANA
Second Party
ID: K12-98-007338


ALIZEDNEY M. DITUCALAN
Chancellor
ID: _____

Signed in the presence of:


YASLAN B. BANTUAS
Vice-Chancellor for Admin. & Finance



EMELYN R. MORDENO
Chief Administrative Officer, HRMD

ACKNOWLEDGEMENT

BEFORE ME, this _____ at Iligan City, Philippines, personally appeared the parties mentioned above and showing their exhibited identifications: known to me and to me known to be the same persons who executed the foregoing Contract, and who acknowledged to me: that the signatures on said instrument or document were voluntarily affixed by them for the purpose stated in the instrument or document as their free and voluntary act and deed; that the said instrument or document is their true act and deed, or of the true act and deed of the entity they represent; and that they have the authority to sign in their own account, or in their particular representative capacity.

IN WITNESS WHEREOF, I have set my hand and affixed my seal on the date and place first above mentioned.

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Series of 2024


ATTY. AMER M. MANAROS, CPA
NOTARY PUBLIC
UNTIL DECEMBER 31, 2024
ROLL OF ATTORNEY NO. 79165
PTR NO. 1246137 / 01 '03 '24
IBP NO. 402624 / 01 '05 '24
Notarial Commission Serial No. SJ-441
Email: att.amer.manaros@gmail.com
3/F, B&B Bldg., Roxas Ave., Mahanays, Iligan City

INCOME PAYEE'S SWORN DECLARATION OF GROSS RECEIPTS/SALES
(For Self-Employed and/or Engaged in the Practice of Profession with Lone Income Payor)

I, VIGORIO S. LUZANA, FLIPINO, of legal age, single/ married to
LOTIZA D. PINO permanently residing at INDAHAG, CALAYAN
DE ORDO CITY with
Taxpayer Identification Number (TIN) 225-608-887, after having been duly sworn in accordance with law
hereby depose and state:

1. That I derived my BUSINESS income only from MSU - 11T
(business/professional) (Name of Lone Payor)
with Taxpayer Identification Number _____ and business address at
ANDRES BONIFACIO, TIBANCA, ILIGAN CITY, 9200
2. That for the current year _____, my gross receipts will not exceed Two Hundred Fifty Thousand Pesos (P250,000.00) and that I am registered as a non-VAT taxpayer; that whatever is the amount of income received, I will comply with the requirement to file my Income Tax Return on the prescribed due date. For this purpose, I opt to avail of either one of the following:
- ☐ Graduated Income Tax Rates under Section 24(A)(2)(a) of the Tax Code, as amended, based on the taxable income. With this selection, I acknowledge that I am subject to 0% income tax, thus, not subject to creditable withholding tax; subject to percentage tax, if applicable, and will file the required percentage tax returns or subject to withholding percentage tax, in case of government money payments.
- ☐ Eight Percent (8%) income tax rate under Section 24(A)(2)(b) of the Tax Code, as amended, based on gross receipts/sales and other non-operating income - with this selection, I understand that this is in lieu of the graduated income tax rates and the Percentage Tax under Section 116 of the Tax Code, as amended; thus, no withholding tax shall be made;
3. That based on my selection above, if my gross sales/receipts and other non-operating income exceeds P250,000.00 but not over P3,000,000.00, my afore-stated lone income payor shall automatically withhold the prescribed rate of withholding tax:
- a. In case of Graduated Income Tax Rates, I acknowledge that aside from income tax, I am subject to business tax (Percentage Tax, if applicable) and creditable withholding of income in excess of P250,000.00, and business tax withholding, if any, are applicable on the entire income payment; OR
- b. In case of Eight Percent (8%) income tax rate, I acknowledge that I am only subject to income tax and thus, to the creditable withholding income tax in excess of P250,000.00;
4. That I duly execute this **SWORN DECLARATION** in compliance with the requirement prescribed under Section ____ of Revenue Regulations No. _____;
5. That I declare, under the penalties of perjury, that this declaration has been made in good faith, and to the best of my knowledge and belief to be true and correct.

IN WITNESS WHEREOF, I have hereunto set my hand this 8th day of October, 2024 at Iligan, Philippines

VIGORIO S. LUZANA
Signature over Printed Name of Individual Taxpayer

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____ in _____
Applicant exhibited to me his/her _____ issued _____ at _____ on _____
(Government Issued ID and No.)

Doc. No.:
Page No.:
Book No.:
Series of:

Affix P30.00
Documentary
Stamp Tax

NOTARY PUBLIC
UNTIL DECEMBER 31, 2024
ROLL OF ATTORNEY NO. 79165
PTR NO: 1245137 / 01/03/24
IBF NO: 403524 / 01/05/24
Notarial Commission Serial No: 5J-441
Email: atty.angelmarcos@gmail.com
3 F B A B Bldg. 2nd Flr. Asean, Alabang, Muntinlupa City

(To be filled-out by the withholding agent/lone payor)

Date Received: _____
(MM-DD-YYYY-00001)

Received by: _____

Signature over Printed Name of the Withholding Agent/Payor or Authorized Officer

Designation/Position of Authorized Officer

Name of Withholding Agent/Lone Payor