Republic of the Philippines

**BOHOL ISLAND STATE UNIVERSITY**

***Bilar Campus***

Zamora, Bilar, Bohol

**Vision**: *A premiere S&T university for the formation of world-class and virtuous human resources for sustainable development in Bohol and the country.*

**Mission**: *BISU is committed to provide quality higher education in the arts and sciences, as well as in the professional and technological fields; undertake R&D, and extension services for the sustainable development of Bohol and the country.*

**TERMS OF REFERENCE**

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| I. | JOB TITLE: Contractual Worker – Project Staff (equivalent to Administrative Aide VI) (Cacao Project) |
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| II. | STATUS OF EMPLOYMENT: CONTRACTUAL EMPLOYEE |
|  | The service of the worker under contract with the university does not create an employee-employer relationship and is not and will not be considered as government service and that the worker is not entitled to the benefits enjoyed by the regular personnel of the university. |
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| III. | CONTRACT TERM: January 14 to June 30, 2018 |
|  | The contract period covers five months and four days. |
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| IV. | WORKING DAYS AND HOURS: |
|  | The regular days start on Monday to Friday. However, there will be work on weekends, particularly on Saturdays, in case the Study Leader and R&D Director requires the contractual worker to report as part of the catch-up plan and the Campus Director approves his travel order and/or authority to overtime. |
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| V. | WORK ASSIGNMENT |
|  | The assignment of the contract worker will be mainly on database development for the Bohol Cacao Industry Information System (BCIIS) project, including other activities related to BISU Bilar R&D. He will be assigned in the BCIIS Project at BISU Bilar Campus. |
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| VI. | ATTENDANCE |
|  | Daily attendance of the contract worker will be checked by the R&D Support Staff and the R&D Director. Absences, tardiness and undertimes will be monitored and will be deducted in the payslip when applicable. |
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| VII. | DUTIES AND RESPONSIBILITIES |
|  | The contract worker binds himself to faithfully comply and abide with any and all existing policies, directives, memoranda, standard operating procedures, rules and regulations, as well as the lawful orders of his superiors. He agrees to perform efficiently, proficiently and regularly on the duties and functions of him position, including the following:   * + - 1. Develop web-database for the Bohol Cacao Industry Information System (BCIIS) project;       2. Assist in the conduct of fieldwork and collection of information relative to the BCIIS project;       3. Assist in the general coordination and facilitation services at the R&D office;       4. Attend to all scheduled meetings, trainings and pertinent project activities;       5. Facilitate and process travel documents;       6. Prepare and submit liquidation and reimbursement documents properly filled-out, including official receipts and other attachments (such as certificate of appearance, travel order, narrative report, accomplishment report and photocopy of contract, itinerary of travel, etc.);       7. Regularly report project updates, in any means necessary, to the campus R&D Director;       8. Participate in the conduct of courtesy calls in government line agencies, research institutions, and provincial, municipal and barangay LGUs once needed;       9. Facilitate coordination of project activities with research collaborators (RDIs, academe, line agencies, and others) as required and needed;       10. Assist in secondary and primary research data collection;       11. Help in filling-out survey forms, encode, consolidate, process and analyse data in different platforms (Word, Excel, Powerpoint, Web Database, etc.);       12. Facilitate request of assistance from LGU officials in securing free/paid accommodations during field data collection;       13. Facilitate trainings for and disseminate research outputs to target project beneficiaries as required by the university;       14. Prepare and submit accomplishment reports regularly;       15. Lend assistance to other R&D Projects and activities of the university when necessary;       16. Maintain cleanliness and orderliness of the office and its vicinity; and       17. Perform other activities required by the institution according to the Civil Service rules and regulations. |
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| VIII. | WAGE RATE |
|  | The contractual worker will be compensated in the rate of Six Hundred Fifty One pesos and Eighty centavos (PhP651.80) per day, to be paid on a bi-monthly (quincena) basis excluding intermittent periods (days) of no work due to holidays. Such rate includes the daily compensation for transportation. |
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| IX. | TERMINATION |
|  | The contract can be terminated anytime, in case failure on the standard or expected service rendered, breach or violation of any of the terms and conditions or for causes allowed by Law and automatically terminates upon arrival of its expiry date without need of any notice. The university shall have no obligation to renew the contractual worker and renewal of the contract shall be at the option of the university only. |

Conforme:

**HAROLD V. RITA**

Name and Signature