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 |
|  | Duties and Responsibilities for Software Engineer in Bohol Cacao Industry System:   1. Analyze and understand the needs of the cacao industry in Bohol and use that knowledge to develop software solutions to support the industry. 2. Design, develop, and maintain software applications for the cacao industry, including databases and other tools for managing and analyzing data. 3. Work closely with the project manager to ensure that software development is on schedule and meets the needs. 4. Test and debug software to ensure that it is functioning correctly and is free of errors. 5. Provide technical support and training to users of the software. 6. Continuously improve and update the software to keep up with the latest industry standards and technologies. 7. Participate in code reviews and collaborate with other members of the development team to ensure the software is of high quality. 8. Adhere to industry best practices and standards in software development and maintain documentation of the development process and design. |
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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