**CONTRACT OF SERVICE**

**KNOW ALL MEN BY THESE PRESENTS:**

This **CONTRACT** made by and entered by and between:

**SURIGAO DEL SUR STATE UNIVERSITY**, with office address at Tandag City, Surigao del Sur, herein represented by **DR.BACELEDES R. ESTAL,** President II, herein after referred to as the “First Party”

--and--

**MARK SANTING** of legal age, Filipino and with residence / office address at Tandag City, Surigao del Sur, herein after referred to as “Second Party”.

**WITNESSETH**

1. That the First Party is in need of the services of the Second Party;
2. Work closely with administrative and academic offices to plan and implement web system capabilities that will enhance service for the student, faculty, and staff;
3. Develop Web applications for University Use;
4. Troubleshoots technical and non- technical issues related to web;
5. Collaborate with IT Staff to discuss, analyze, or resolve web usability issues;
6. Identify or address interoperability requirements;
7. Document application and web site changes or change procedures;
8. Develop or document style guidelines for web site content;
9. Install or configure web server software or hardware to ensure that directory structure is well-defined, logical, secure, and that files are named properly;
10. Test issues such as system integration, performance and system security on a regular schedule or after any major program modifications;
11. Test new software packages for use in web operations or other application;
12. Perform other related work as maybe assigned by the university president;
13. That the Second Party has signified his/her intention, to which the First Party has accepted, to provide the service needed by the latter;
14. That the Second Party hereby possesses the education, experience and skills required to perform the job as described herein;
15. That the Second Party hereby attest that he/she has not been previously dismissed from government service by reason of an administrative offense;
16. That in view hereof, the Second Party is hereby contracted as **IT Expert and Web Developer** of the School effective January 9, 2019 until June 30, 2019 with a salary of P 15,738.00/month;
17. That the Second Party shall perform the specified work at a time and follow the schedule to be agreed upon by both parties;
18. 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 hereunder are not considered and will not be accredited as government service; and that the latter is not entitled to benefits enjoyed by the regular personnel of the First Party.

**IN WITNESS WHEREOF,** both parties have hereunto set their hands this 7th day of January, 2019 at Tandag City, Surigao del Sur.

**BACELEDES R. ESTAL, Ph. D. MARK SANTING** SUC President III IT Expert/Second Party

SIGNED IN THE PRESENCE OF:

**FLORIFE O. URBIZTONDO, DPA EUGENIA R. COSMIANO**

VP-Admin & Finance /CAO AOV/Budget Officer

Certified as to availability of Funds:

**CAMILO D. MALONG, JR., CPA, DBA**

Accountant III

**ACKNOWLEDGEMEN**T

REPUBLIC OF THE PHILIPPINES )

PROVINCE OF SURIGAO DEL SUR )-

TANDAG CITY )

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared the following:

NAME COM. TAX CERT. NO DATE/PLACE ISSUED

DR.BACELEDES R. ESTAL **\_\_\_\_\_\_\_\_** ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MARK SANTING  **\_\_\_\_\_\_\_\_** ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

IN WITNESS WHEREOF, I hereunto signed this agreement this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_ 2019 at Tandag City, Surigao del Sur, Philippines.

Doc. No. \_\_\_\_\_\_ ATTY. LIMUEL L. AUZA

Page No.\_\_\_\_\_\_ Notary Public

Book No. \_\_\_\_\_ Until \_\_\_\_\_\_\_\_\_\_\_\_\_

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