CONTRACT OF SERVICE

MARIA TERESA B. DE GUZMAN ANN CRISIENE R. REDUCTO ARMELA K. RAZO

First Party Secondary Party Witness

MA. TERESA B. DE GUZMAN JAIME K. SALONGA II ROGELIO A. PANLASIGUI

Chief, Special Projects Unit Employee Undersecretary for R&D

KNOW ALL MEN BY THESE PRESENTS:

This contract made and entered by and between:

DEPARTMENT OF SCIENCE AND TECHNOLOGY, with office address at Gen. Santos Avenue, Bicutan, Taguig, City, herein represented by **MARIA TERESA B. DE GUZMAN**, Director, Internal Audit Service, hereinafter referred to as the “First Party”;

-and-

**ANN CRISIENE R. REDUCTO** of legal age, Filipino and with residence at Rd. 1 Joseph Sitt St., Bagmbayan, Taguig hereinafter referred to as “Second Party”;

-WITNESSETH-

1. That the First Party is in need of the services of the Second Part;
2. That the Second Party has signified his/her intention, to which the First Party has accepted, to provide the service needed by the latter;
3. That the Second Party hereby possesses the education, experience and skills required to perform the job as described herein;
4. That the Second Party hereby attests that he/she is not related within the third degree of consanguinity or affinity to the: 1) hiring authority and/or 2) representative of the First Party; that he/she has not been previously dismissed from government service by reason of an administrative offense; that he/she has not already reached the compulsory retirement age of sixty-five (65);
5. That the Second Party is hereby contracted as a **Project Assistant I** for the period January 03 – December 31, 2018, in consideration of the monthly of **Eighteen Thousand Nine Hundred Eighty-One Pesos and 60/100 (P18,981.60)** chargeable against the **“Support to the Management of DOST R&D and GIA Program”**
6. That as a Project Assistant I, the Second Party shall perform the following tasks:
7. Maintains hard copies and e-records of incoming and outgoing documents and outputs; b) Prepares/encodes reports, letters/correspondence, and necessary data/information; c) Assist in the preparation of correspondence and reports on DOST and coordinates/follow-up actions of concerned offices and agencies; d) Performs secretarial and administrative support function for DOST-schedules assigned appointments, meetings, conferences; coordinates arrangements and sets up meeting rooms; notifies meeting participants; and prepares/collates meeting materials; e) Provide technical assistance and other services whenever needed and perform tasks that may be assigned, etc. at a time and schedule to be agreed upon by both parties:
8. That the reason of unsatisfactory performance or for causes affecting the interest of the Program/Project, the Fist Party may terminate the service of the Second Party upon written notice. The notice of termination shall take effect after 15 days counting from the receipt hereof of the Second Party;
9. 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 as government service; and that the latter is not entitled to the benefits enjoyed by the regular personnel of the First Party.

**IN WITNESS WHEREOF**, both parties have hereunto set their hands this **4th day of January 2018** at the Department of Science and Technology (DOST).

# DEPARTMENT OF SCIENCE AND TECHNOLOGY **ANN CRISIENE R. REDUCTO**

## Second Party

**MARIA TERESA B. DE GUZMAN**

Director IV, IAS

First Party

Signed in the presence of: Certified funds available:

**ARMELA K. RAZO** **HELEN V. GIANAN**

Chief, Special Projects Divisions Chief Account

Witness

NPP / fn: FORM (2017)- FINAL (Proforma Contract)

MARIA TERESA B. DE GUZMAN ANN CRISIENE R. REDUCTO ARMELA K. RAZO

First Party Secondary Party Witness

### **ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) S.S.

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

**NAME COM. TAX CERT. NO. DATE/PLACE ISSUED**

**MARIA TERESA B. DE GUZMAN**

# **ANN CRISIENE R. REDUCTO**

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 as well as the voluntary act of the institution/agencies they represent.

This instrument consists of three (3) pages including this page wherein this Acknowledgment is written, duly signed by the parties and their instrumental witnesses on each and every page hereof.

**WITNESS MY HAND AND SEAL**, this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2017 at Bicutan, Taguig City, Philippines.

NOTARY PUBLIC

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