

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This contract made and entered by and between:

Isabela State University, a state university with office address at San Fabian, Echague, Isabela, herein represented by **DR. RICMAR P. AQUINO**, hereinafter referred to as the "First Party".

RYAN P. DELA CRUZ

of legal age, Filipino and with postal address at Sta. Marcela, Apayao hereinafter referred to as the "Second Party".

-WITNESSETH-

1. That the First Party is in need of the services of the Second Party whose services cannot be performed by the regular faculty of the First Party;
2. That the Second Party has signified its intention to provide said services which the First Party accepted;
3. That the Second Party possesses the education, experience and skills required to perform the job described herein;
4. That the Second Party hereby attests that the First Party is not related within the third (3rd) degree of consanguinity or affinity to the: 1) hiring authority and/or 2) representative of the First Party; that he/she was not previously dismissed from government service by reason of an administrative offense;
5. That in view hereof, the **Second Party** is hereby contracted as **Part-time Instructor** for the period **September 11, 2023 – December 19, 2023 in consideration of the sum of "Two Hundred Seventy-Three Pesos and Thirty-Three Centavos (P273.33) per lecture hour and Two Hundred Eighteen Pesos and Sixty-Six Centavos (P 218.66) per laboratory hour;**
6. That the **Second Party** shall perform the following functions:
 - a. To teach the subject/s:

Course No.	Hours		Units	Course / Yr. & Sec.	Class Schedule						
	Lec	Lab			Mon	Tue	Wed	Thur	Fri	Sat	Sun
EnSci 315	3	6	5	BSES3		7:30-9:00 T 9:00-12:00 T		7:30-9:00 Th 9:00-12:00 Th			
EnSci 313	2	3	3	BSES 3		1:00-2:00 T		1:00-2:00 Th 2:00-5:00 Th			
FOR Elec3 (TT w/ JPDatul)	2	0	3	BSF4					7:30-9:30 F		
IT Inst 1	2	0	2	BSIT1 A			10:00-12:00 W				
IT Inst 1	2	0	2	BSIT1 B			1:00-3:00 W				
CS Inst 1	2	0	2	BSCS 1			8:00-10:00 W				
TOTAL	13	9	17								

- b. To give regular examinations on the scheduled preliminary, mid-term and final examinations (sec. 2, Art. XVI University Code, Revised Edition, 2000);
- c. To submit to the College Secretary class cards and grading sheets every semester, one (1) week after the mid-term and final examinations; (note: The College Secretary will issue the class cards to the students);
- d. To submit monthly DTR, Biometric Printout, University Clearance, Class Record, Accomplishment Report and other official documents as maybe required by the First Party after each semester;
- e. To submit course outline and syllabus for every assigned subject to the Registrar and College Secretary one (1) week after official start of classes; and
- f. To conduct student consultation at least 3 hours a week during the semester.

RICMAR P. AQUINO, Ph.D.
University President
First Party

RYAN P. DELA CRUZ
Second Party

7. In case the Second Party commits a breach of contract or any infraction hereof, he/she shall be held administratively liable without prejudice to the filing of appropriate criminal case against her;
8. 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**;
9. That this Contract of Service is not covered by Civil Service Law and Rules but by COA Rules and Regulations; and
10. That this Contract of Service is based in the exigency of the service

IN WITNESS WHEREOF, both parties have hereunto set their hands this ____ day of _____, ____ at Isabela State University.

ISABELA STATE UNIVERSITY

(Party of the First Party)

BY:

RICMAR P. AQUINO, Ph. D.

President

RYAN P. DELA CRUZ

Second Party

TITA P. ZIPAGAN

Administrative Officer IV
Campus HRMO

SIGNED IN THE PRESENCE:

EMERSON V. BARCELLANO, Ph. D.

Campus Executive Officer

BONDEE L. PENAFLOR, Ph. D.

OIC Dean, CFEM

FUNDS AVAILABLE:

CHERRY TRINIDAD

Campus Budget Officer

SOURCE OF FUND:

to o/es

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

TUMAUNING, ISABELA) 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
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Dr. Ricmar P. Aquino

Ryan P. Dela Cruz

Known to me to be the same person who executed the foregoing instrument and acknowledged to me that the same are their own free will and voluntary act and deed.

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

WITNESS MY HAND AND SEAL, this ____ day of DEC 11 2023, ____ at TUMAUNING, ISABELA, Philippines.

ATTY. RODELA A. BAQUIRAN

NOTARY PUBLIC until December 31, 2024

ROLL No. 84735

PTR No. 16104242/ 05-12-2023/ Isabela

IBP No. 334268/ 05-03-2023

MCLE Compliance, Exempted - 2022 Bar Passer
Lingaling, Tumauning, Isabela

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