CONTRACT OF SERVICE
(NON-TEACHING)

THE PUBLIC IS INFORMED:

This CONTRACT OF SERVICE is made and entered into by and between:

The **UNIVERSITY OF CAMARINES NORTE** *(formerly Camarines Norte State College)* a public higher educational institution created by virtue of Republic Act No. 11399, with principal address at F. Pimentel Avenue, Brgy. II, Daet and external campuses in Abaño, Mercedes, Labo, Jose Panganiban, and Entienza, all in the Province of Camarines Norte, represented by its SUC President III, **ATTY. RYAN L. ESTEVEZ, DPA,** hereinafter referred to as **"FIRST PARTY",**

-and-

(NAME), of legal age, Filipino, with residence at **(Address)** hereinafter referred to as the **"SECOND PARTY".**

(Collectively referred to as **"PARTIES"**)

- WITNESSETH -

1. That the First Party requires the services of the Second Party, to perform work that is not undertaken by the First Party's regular personnel;

2. That the Second Party has signified his/her intention, to which the First Party has accepted, to provide the services 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 likewise attests that he/she is not related within the third degree of consanguinity or affinity to the: 1) hiring/appointing authority, and/or 2) representative of the First Party; that he/she has not been previously dismissed from the government service by reason of an administrative offense; and that he/she possesses the necessary qualifications, competence, and physical and mental fitness to perform the services required under this Contract;

5. That in view hereof, the Second Party is hereby contracted as **(POSITION)** on a **Job Order Status** at the (**COLLEGE/OFFICE)**, for the period of _____ **to** _____, in consideration of the following rate per day to be paid on a *quincena* basis or every 10th and 25th day of the month:

Period Covered	Rate per day	5% Premium
	Php. 000.00	000.00

Aside from the daily rate, 5% Premium shall be paid for and will form part of his/ her mid-year and year-end payment based on actual services rendered. In case of non-renewal or termination of contract prior the mid-year and year-end payment schedule, he/ she shall receive actual premium based on actual services rendered;

6. In addition to the above-cited benefits, the Second Party may avail of the Wellness Leave pursuant to CSC Resolution No. 25011292, dated 13 November 2025, otherwise known as Wellness Leave Policy, for purposes including, but not limited to, mental health care, physical wellness activities, or a general break from work. A separate memorandum to include details of the above-mentioned leave, the process of availing such and the conditions thereof, shall be issued by the Office of the President.

7. That as **(POSITION)** assigned at the **(COLLEGE/OFFICE),** the Second Party is expected to perform the following functions:

   a. _____;
   b. _____;
   c. _____;
   d. Perform other duties as may be assigned by higher officials from time to time.

8. That the Second Party shall perform work at a time and schedule to be agreed upon by both parties;

9. That the Second Party is entitled for reimbursement of actual cost of travel for official business (fare and meals) that requires the transport of relevant documents and reports to other offices and agencies;

10. That it is understood that this contract does not create an employer-employee relationship between the PARTIES; and that the services rendered hereafter are not considered and will not be credited as government service; and that the Second Party is not entitled to the benefits enjoyed by the regular government employee of the First Party.

11. That this contract shall automatically cease upon its expiration as herein stipulated, unless renewed. The services of the above-named Second Party can be unilaterally terminated by the First Party prior to the expiration of this Job Order Contract for lack of funds or when the services of the Second Party are no longer needed.

IN WITNESS WHEREOF, both parties have hereunto set their hands this ____ day of _____202_, at University of Camarines Norte, Daet, Camarines Norte.

FIRST PARTY	**SECOND PARTY**
ATTY. RYAN L. ESTEVEZ, DPA SUC President III	**(NAME)** Position

Signed in the Presence of:

MARIA CRISTINA C. AZUELO, Ph.D
VP for Administration and Finance

_____
(Immediate Supervisor/Head of Office)

MARTIN M. LUKBAN
HRMO III

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF _____) S.S.

BEFORE ME, a Notary Public for and in the Municipality of _____, personally came and appeared the following persons in their official capacity whose respective Competent Evidence of Identities, dates, and places of issuance are indicated opposite their respective names:

ATTY. RYAN L. ESTEVEZ, DPA SUC President III	Valid ID No. _____ Date Issued: _____ Place Issued: _____
NAME Position	Valid ID No. _____ Date Issued: _____ Place Issued: _____

Known to me to be the same persons who executed the foregoing Contract of Service, consisting of _____ pages including this page where the Acknowledgement is printed and signed by the parties and their witnesses on each and every page thereof. They further acknowledge to me that they are duly empowered to enter into this agreement by the entities that they represent and that they have done so freely and voluntarily.

WITNESS MY HAND AND NOTARIAL SEAL this _____th day of _____, 202_ at the Municipality of _____.

NOTARY PUBLIC

Doc. No. ____
Page No. ____
Book. No. ____
Series of 202_.