

CONTRACT OF SERVICE (FACULTY)

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, Philippines represented by its SUC President III, **Atty. RYAN L. ESTEVEZ, DPA**, referred to as the **"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 the SECOND PARTY is hereby contracted **(POSITION)** at **COLLEGE OF** _____ on a **CONTRACT OF SERVICE (COS)** status under the following terms and conditions;
 - a. The term of this contract shall only be from _____ **2026** to _____ **2026** (or the last day of final examinations, whichever comes earlier).
 - b. That in consideration of his/her services, the SECOND PARTY shall receive a salary based on an Hourly Rate of **(Amount in words)** and ____/100 (PHP. **(Amount in figures)**), for **actual** teaching.
 - c. Aside from the hourly 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 this agreement shall not be construed as permanent; that assignment of teaching loads shall depend upon the qualification and work performance of the SECOND PARTY and upon compliance with the University's policies, rules and regulations.
8. That this contract shall terminate and expire on the date as indicated above without any further notification and may be revoked earlier for just cause.
9. That as COS (Position), the SECOND PARTY shall perform the following **DUTIES AND RESPONSIBILITIES**:
 - a. Prepare course syllabi which should be submitted before doing actual teaching, test questionnaires before every examination, and other reportorial requirements which are inherent to the function of an instructor for every subject handled. These requirements shall be submitted to the Dean/Campus Director as specified above and in due time as required, respectively.
 - b. Submit Prelim, Mid-term and Final Grades of students enrolled in the subject within Ten (10) calendar days after the last day of the final examinations, respectively.
 - c. Perform other related functions that may be assigned from time to time by his/her supervisor.
 - d. Attend meetings called for by the Dean/Campus Director or his/her immediate supervisor on matters relative to his/her teaching assignment.
10. He/she shall perform work at a time based on the subject assignment and schedule as indicated hereunder;

CODE	COURSE TITLE	Year & Block	DAYS	TIME	UNITS		ETL	No. of Students
					Lect.	Lab		
TOTAL								

11. That it is understood that this contract does not create an employer-employee relationship between the PARTIES; 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 benefits enjoyed by the regular government employee of the FIRST PARTY;

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:

DOLORES C. VOLANTE, Ed.D
VP for Academic Affairs

(Dean/Campus Director)

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