



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF SOUTHERN LEYTE
(SCHOOL NAME)
(DISTRICT NAME)

SL DO Form No. 28

CONTRACT OF SERVICE

KNOWN ALL MEN BY THESE PRESENTS

This contract made and entered by and between:

Department of Education, a government agency with office address at (School Address) herein represented by (Name of School Head), Designation, herein after referred to as the "First Party";

-AND-

(Name of the Contractual Personnel) of legal age, Filipino and with residence of (Address), herein after referred to as "Second Party";

-WITNESSETH-

1. That the First Party is in need the services of the Second Party who shall perform work not performed by the regular personnel of the First Party;
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 attest that he/she is not related within the third degree (fourth degree in case of LGUs) of consanguinity or affinity to the: a) hiring authority and/or b) 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 in view hereof, the Second Party is hereby contracted as a (Designation) for the period of (Period covered) in consideration of the monthly wage of (Amount in words), (Php _____), to be paid at the end of the month;



Address: (School Address)

Email Address: (School Email Address)

Page: PAGE: 1
of
SOUTHERN LEYTE
-4

6. That as (Designation), the Second Party is expected to perform the following functions:
- That, the Contractual Personnel shall perform the services specified in **Annex A, "Duties and Responsibilities"**, which is made an integral part of this Contract, herein after referred to as "Service".
 - That, the Contractual Personnel shall be under the supervision of _____;
 - That payment of compensation shall be based on presentation of an original copy of daily time record, duly signed by the Contractual Personnel. Deduction of absences and under time/late shall be based on calendar days.
 - That, any misrepresentation of information regarding the qualification and credentials of the Contractual Personnel discovered during the term of this Contract shall be a cause for immediate termination of this Contract;
 - That, the Client may terminate this Contract by not less than fifteen (15) days written notice of termination to the Contractual Personnel, and correspondingly, the Contractual Personnel may terminate this Contract by not less than fifteen (15) days written notice of termination to the Client; and
7. That the Second Party shall perform work at a time and schedule to be agreed upon by both parties;
8. That it is understood that this contract does not create an employer-employee relationship between the First and the Second Party; that the service 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 _____ day of _____ at _____, Philippines.

Second Party

Department of Education

By:

School Head

Address: (School Address)

Email Address: (School Email Address)

Signed in the presence of:

Designation

Designation

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF SOUTHERN LEYTE) S. S.
DISTRICT OF (Name of District)

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

NAME

COM. TAX CERT. NO.

DATE/PLACE ISSUED

(Name of the First Party)
Address

(Name of the Second Party)
Address

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

This instrument consists of three (3) pages including this page wherein this
Acknowledge 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 _____ 2022
at _____, Philippines.

Address: (School Address)

Email Address: (School Email Address)

ANNEX A: DUTIES AND RESPONSIBILITIES

Contracted Personnel

School Head