**CONTRACT OF SERVICES**

This contract entered into by and between:

**UNIVERSITY OF THE PHILIPPINES,** a state institution of higher learning established and operating under Act No. 1870 as amended, with principal office address at Diliman, Quezon City, represented herein by Dr. **NAME**, **Title** at the Institute of Biology and Project Leader of **Project number** entitled ‘**Project Title**’, hereinafter referred to as the “UNIVERSITY”,

and

**MR. NAME** of legal age, Filipino and with residence **home address [Number Street, City]**, hereinafter referred to as “**SECOND PARTY”;**

**WITNESSETH:**

1. That the University is in need of the services of the Second Party who shall perform work not performed by the regular personnel of the University;
2. That the Second Party has signified his intention, to which the University 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 attests that he is not related within the third degree of consanguinity or affinity to the 1) hiring authority and/or 2) representative of the University; that he has not been previously dismissed from the government service by reason of an administrative offense.
5. That in view hereof, the Second Party is hereby contracted as a **Position/Title** from **Start Date [January XX, XXXX] to End Date [December XX, XXXX]** in consideration of the monthly rate of **P 25,723.00** to be paid on a monthly basis; charged against **FCM 20XX-XXX.**
6. That as a **Position/Title** in the **Project number** entitled ‘**Project Title**’, the Second Party is expected to perform the following:
	1. Make requisition for the purchase of chemicals/reagents and other laboratory supplies and materials; follow-up processing of documents for purchase orders/other expenses related to the research project;
	2. Assist in the requisition of equipment for the project
	3. Collection of plant materials and preparation of crude extracts;
	4. Maintenance of cultured cell lines that are used in bioassays;
	5. Preparation of reagents/chemicals used in the bioassays;
	6. Collection, analysis and storage of research data;
	7. Assist in the preparation of progress reports, papers for publication and terminal report;
	8. Monitor proper use of equipment in the laboratory and report any malfunction detected; and
	9. Maintenance of laboratory cleanliness and order.
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-and-employee relationship between the University and the Second Party, that the services rendered hereunder are not considered and as bases for establishments to leave privileges and other benefits enjoyed by the regular personnel of the University, such as but not limited to PERA, ACA and RATA.
9. Notwithstanding the fixed duration of this contract, the services of the Second Party may be terminated earlier than the expiration date due to unsatisfactory service, unavailability of funds, early completion or discontinuance of the project, or other reasons within the control of the Second Party.

IN WITNESS WHEREOF, both parties have hereunto set their hands this \_\_\_\_\_\_

day of \_\_\_\_\_\_\_ 20\_\_ at Quezon City.

UNIVERSITY OF THE PHILIPPINES SECOND PARTY

BY: BY:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT LEADER, Ph. D. NAME OF SECOND PARTY**

**SIGNED IN THE PRESENCE OF:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES)

Quezon City, Metro Manila ) S.S.

 BEFORE ME, a Notary Public for and in Quezon City, on this \_\_\_th day of \_\_\_\_\_\_20\_\_ personally appeared the following:

|  |  |
| --- | --- |
| **Name** | **Competent Evidence of Identities** |
| Name of Second Party |  |
| Project Leader, Ph. D. |  |

known to me to be the same persons who executed the instrument and they acknowledged to me that the same is their own free will and voluntary act and deed.

 This instrument consists of four (4) pages including this page wherein this Acknowledgment is written, and signed by the parties and their instrument witnesses on each and every pages hereof.

 WITNESS MY HAND AND SEAL, this \_\_\_\_ day of \_\_\_\_\_\_\_ 20\_\_ at Quezon City, Philippines.

Doc. No. \_\_\_\_\_\_\_\_\_

Page No. \_\_\_\_\_\_\_\_\_

Book No. \_\_\_\_\_\_\_\_\_

Series of 20\_\_\_