



DOUBLE M SECURITY AGENCY
P-5 Provincial Road Soyung Echague, Isabela
Email add: doublemagency1@gmail.com

CONTRACT OF GUARD SERVICES

KNOW ALL MEN BY THESE PRESENTS:

This contract made and executed this **4th day of June 2024** at Saint Mary's University, Bayombong, Nueva Vizcaya by and between: **SAINT MARY'S UNIVERSITY**, duly organized and existing corporation under Philippine laws, with office address located at Ponce St., Don Mariano Marcos, Bayombong, Nueva Vizcaya here in represented by its representative **DR. JOHN OCTAVIOUS S. PALINA, University President** here in after referred to as "**CLIENT**"

And

DOUBLE M SECURITY AGENCY, A security service company, duly organized and licensed to do business under Philippine laws, with office address at **Purok 5, Provincial Road, Soyung, Echague, Isabela**, herein represented by its General Manager, **COL ARNEL ACOSTA PA (RET)**, herein after referred to as the "**SECURITY AGENCY**".

WITNESSETH:

Whereas, the CLIENT desires to engage the services of the Security Agency for the purpose of maintaining law and order in the premises located at SAINT MARY'S UNIVERSITY, BAYOMBONG NUEVA VIZCAYA by protecting and guarding its property from theft, robbery, arson, destruction, or damage as well as enforcing, protecting its officers, employees, students, visitors, and guests from assault, harassment, threat, or policies and regulations relative to the maintenance of security and safety there at and doing such other related security service;

Whereas, the SECURITY AGENCY, is a duly licensed and bonded security agency operating under the provisions of Republic Act. No. 5487, as amended and is willing to render investigation and Security to the client;

NOW, therefore, for and in consideration of the foregoing premises and of the mutual covenants and provisions here after set forth the parties here to have agreed and do hereby agree, as follow:

1. PLACE AND LOCATION

The SECURITY AGENCY shall provide security guards to the CLIENT at its premises located at SAINT MARY'S UNIVERSITY, BAYOMBONG, NUEVA VIZCAYA.



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2. FUNCTION AND DUTIES OF GUARDS

The guard shall be posted in order to maintain peace, and order at the aforementioned premises to watch, safeguard and protect the property of the CLIENT from theft, robbery, arson, and destruction or damage; to protect the directors, officers, employees, students, visitors, and guests of the CLIENT from assault, harassment, threat or intimidation; to enforce and implement rules, policies and regulations of the CLIENT aimed at maintaining security and safety there at; and to do such other related security services as maybe required by CLIENT.

3. GUARD FORCE

The SECURITY AGENCY shall provide the CLIENT with initial **twenty five (25)** guards who shall normally render Eight (8) hours services per day for six days a week simultaneously or alternating duty. The number of contracted guards may be increased or decrease at any time upon written request of the CLIENT. The actual work hours and work days may be adjusted by the SECURITY AGENCY upon approval by the CLIENT based on specific needs of the CLIENT at a given time.

4. QUALIFICATIONS OF GUARDS

The security guards to be assigned by the SECURITY AGENCY to the CLIENT shall :

- a. be of good moral character and reputation, alert, and without criminal or police record;
- b. be physically and mentally fit and not less than 21 not more than 40 years old and at least five feet four inches (5'4") in height;
- c. be duly licensed and properly screened and cleared by the PNP and such other governmental offices issuing clearances for employment.
- d. be in proper uniform, armed with a rifle, shotgun, pistol or revolver, with sufficient ammunitions at all times during his tour of duty;
- e. have passed a neuro-psychiatric examination;
- f. be In possession of such other qualification required by Republic Act No. 5487 as amended;
- g. have undergone training and seminars related to security matters before being deployed on the premises of the CLIENT; and
- h. Such other qualifications that the CLIENT may require on the security guards.



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5. TRAINING OF GUARDS

The security agency shall provide its guards with regular training and development opportunities to enhance their skills and knowledge. The training shall include topics such as emergency response, conflict resolution, and customer service, gender-based anti-sexual harassment among others. The security agency shall maintain records of all training provided to its guards.

6. MODE OF PAYMENT

- a. For and in consideration of the above services and during the affectivity of its contract, the CLIENT shall pay the SECURITY AGENCY the amount in pesos as computed in the attached Computation of Fees per guard per month, based on the actual services rendered provided that one half (1/2) shall be paid every 20th of the current month and the other half every 5th day of the next month, the same to be paid five (5) days after receipt of bi-monthly billing statements without need of any demand; the breakdown/cost distribution of the said amount is attached to this contract as Annex A.
- b. It is understood that a portions of the above payment equivalent to that amount to which the security guards is / are entitled by way of salary compensation shall be received by the SECURITY AGENCY from the CLIENT in TRUST only for said guards.
- c. From the amounts paid by the CLIENT to the SECURITY AGENCY in trust for the security guards, the SECURITY AGENCY must promptly pay the security guards and promptly remit to the proper government agency the social benefits due to the guard such as SSS Premium, Philhealth premium, Employees Compensation, and Pag Ibig premium.
- d. For and in consideration of this services to be rendered by each security personnel the CLIENT shall pay the security services contractor the amount as indicated in ANNEX A which shall include the standard administrative fee of **Two Thousand one hundred twenty seven pesos and 51 centavos (2,127.51) per guard per month.**

7. ESCALATION PROVISION

Should anytime during the duration of this contract there be adjustments in minimum wage and other benefits affected by wage order legislation, decrees, executive orders, and such other similar statutory sanction, automatic adjustments based on provision of law shall be instituted, in a manner mutually negotiated by both parties of the contract, the document contract of which shall be made integral there of;



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8. PAYMENT DEFAULT

Failure on the part of the CLIENT to pay the SECURITY AGENCY the equivalent amount corresponding to three (3) consecutive payments shall be sufficient cause for the SECURITY AGENCY to terminate this Contract without prejudice to the rights to full indemnification, inclusive interest not less than three percent (3%) per month, including attorney's fees. And such other obligations/liabilities that the CLIENT may incur, monetary or otherwise, that might arise as a result of such;

9. SUPERVISION AND CONTROL

The SECURITY AGENCY shall exercise discipline, supervision, control and administration over its guards in accordance with laws, ordinance, and pertinent governmental rules and regulations as well as the rules and policies laid down by the CLIENT on the matter. The Security Inspector shall regularly report to the CLIENT's Vice President for Administration at least twice (2x) a month.

10. EQUIPMENT AND UNIFORM

The SECURITY AGENCY shall equip the guards with duly licensed firearms, ammunition, nightsticks, uniforms, flashlights, radios, umbrellas, rubber boots and other personal protective equipment and paraphernalia for security purposes. The SECURITY AGENCY shall provide the CLIENT with the list of equipment and paraphernalia provided including any government permits required such firearms permits, radio permits, etc.

The SECURITY AGENCY shall likewise provide twelve (12) pieces of High definition color CCTV camera, and four (4) data recorders and four (4) TV monitors to be installed in the entry and exit gates in the college campus and at the accounting office premises to help monitor security.

11. LOSS OR DAMAGE TO CLIENT'S PROPERTY

The SECURITY AGENCY shall be responsible in case of loss or damage to the property of the CLIENT except those which can be easily transported or disposed of or which cannot be considered bulky such as, but not limited to pocket calculators, jewelry and cash, occurring or taking place during the tour of duty of the guards or the SECURITY AGENCY and made known in writing to the latter within TWENTY-FOUR(24) hours from the time of occurrence, provided, further, that the SECURITY AGENCY shall be responsible only in case of loss or damage to the reported property of the CLIENT whenever there is a clear showing that the door, window or other points of entrance/ exit were the subject to force.



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The SECURITY AGENCY shall not be liable for losses and or damages due to:

- a. Fortuitous events or Force majeure; and
- b. Orders of the CLIENT beyond the SCOPE of this Contract.

12. REPLACEMENT OF ANY GUARD

At any time, the CLIENT may request the security agency to change or replace any security guards whose work is found or believed to be below standard, or whose conduct does not suffice the security standard of the CLIENT. The judgment of the CLIENT on such matter shall be final, binding and enforceable.

13. ASSUMPTION OF LIABILITY

The SECURITY AGENCY shall assume any and all responsibilities or obligation arising from this contract and which are caused by the acts or omission of its security guards and which are damaging or injurious to the CLIENT as well as to third parties. In other words, SECURITY AGENCY shall free and absolve the CLIENT from any and all liabilities arising from the acts of omissions of its security guards, as here in referred to.

14. CONFIDENTIALITY

The SECURITY AGENCY including the guards they deploy shall maintain strict confidentiality regarding any CLIENT'S business operations, sensitive information or trade secrets or other personal data of employees, students and visitors of the CLIENT they may come across during the course of their duties such as CCTV footage, security logbook data, and others. They shall not disclose such information to any third party without the CLIENT'S express written consent. This obligation shall continue even after the termination of this Agreement.

15. TERM OR CONTRACT

This contract shall commence at **3:00 o'clock PM on June 4, 2024 until 3:00 o'clock PM on June 4, 2025**. Thereafter, It shall be renewed for the same period unless either party notified the other party in writing not later than thirty (30) days before the expiry date of its intent not to renew.

16. MODIFICATIONS OF CONTRACT

Any amendments or modifications to this contract shall be valid and enforceable only if executed through a written agreement duly signed by both the CLIENT and the SECURITY AGENCY.



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17. TERMINATION OF CONTRACT

Either party may terminate this contract; any time by a written notice given to the other party at least thirty (30) days prior to or before the intended date of termination.

18. VENUE OF LITIGATION

In the event of a dispute arising between the parties involved, they shall first attempt to resolve the matter through mediation or other alternative dispute resolution methods. If such methods are unsuccessful, any legal action related to this contract shall be exclusively brought in the courts located in Bayombong, Nueva Vizcaya.

WITNESS hereof, parties have here unto set their hands at the place and on the date first above written.

BY: SAINT MARY'S UNIVERSITY

By: DOUBLE M SECURITY AGENCY

DR. JOHN OCTAVIUS S. PALINA
University President

COL ARNEL D. ACOSTA
Director/Owner

Witness:

DR. JOHN G. IAYABAN
VP for Administration

MRS. MARIA TERESA LIM ACOSTA
Administrative Officer

SUBSCRIBED AND SWORN TO before me
this 03 of JULY 2024
at Solano, Nueva Vizcaya Philippines.

Doc. No. 322 ;
Page No. 65 ;
Book No. ccviii ;
Series of 20 24 ;

EPIFANIO S. IMA, III
Notarial Commission No. 25-23
Notary Public Until 12-31-2025
Saint Mary's University
Roll of Attorney's No. 57855
IBP Lifetime, 1086895, 1/4/18;
PTR No. 2800834, 12/1/2023

CLERKED
OFFICE OF THE LEGAL COUNSEL
DATE: JUN 24 2024

CONTRACT OF AGREEMENT

KNOW ALL MEN BY THESE PRESENT:

This contract made and executed this **First day of August, 2023** at **Bayombong, Nueva Vizcaya**, by and between **SAINT MARY'S UNIVERSITY**, an academic institution duly organized and existing under and by virtue of the laws of the Philippines, with principal office address located at **Ponce St., Don Mariano Marcos, Bayombong, Nueva Vizcaya**, duly represented herein by the University President **DR. JOHN OCTAVIOUS S. PALINA** hereinafter referred to as "**CLIENT**"

-and-

LDR Manpower and General Services, a duly-licensed private manpower agency organized and existing under and by virtue of the laws of the Republic of the Philippines with principal office address located at **Bonfal West, Bayombong, Nueva Vizcaya** duly represented herein by its Manager, **MR. LOLITO D. RAGASA** hereinafter referred to as "**AGENCY**"

WITNESSETH THAT

WHEREAS, the **CLIENT** desires to avail of the services of the **AGENCY** for the purpose of maintaining cleanliness and providing janitorial services in all school campus grounds and facilities to attain working and learning atmosphere conducive to optimum productivity or effectiveness of the institution, while responding appropriately to whatever situations which may develop in the course of the extension of service;

WHEREAS, the **AGENCY**, with its competent and trained personnel, is willing and able to provide the requisite janitorial services to maintain the cleanliness and hygiene standards of the **CLIENT's** campus grounds and facilities, thus supporting the pursuit of an optimal learning and working environment, and is fully prepared to respond appropriately and promptly to any circumstances or requirements that may arise in the course of providing these services.

NOW THEREFORE, in consideration of the foregoing premises and the provisions, the parties do hereby agree as follows:

1. Place and Location

The **AGENCY** shall provide janitorial services to the **CLIENT** at its premises located at **Bayombong, Nueva Vizcaya**

2. Qualifications of Janitorial Personnel

The **AGENCY** shall deploy Twenty Three (23) personnel with the following qualifications:

- a. At least high school graduate or its equivalent;
- b. Hardworking, diligent and not less than 20 or not more than 45 years old;
- c. Physically and mentally fit;
- d. With no criminal record;
- e. Capable of assimilating written and/or verbal instructions in English;
- f. Of good moral character, emotionally stable and can work under pressure;

- g. Have undergone the skills training being conducted by the Agency

The janitorial personnel shall be assigned to the following:

- a. Two (2) for Grade School,
- b. Two (2) for Junior High School,
- c. Two (2) for Senior High School,
- d. One (1) for Inang Maria Ladies' Dorm,
- e. Two (2) for College Canteens, and
- f. 14 for college buildings, rest rooms and ground maintenance.

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The number of contracted janitorial personnel may be increased or decreased at any time upon written request of the **CLIENT** or his authorized representative. The number of janitorial personnel shall be reduced during holidays, Saturdays, semestral and summer breaks and other non-class days.

APD & CNE
 Hnd - 1

3. Scope of Work

The AGENCY shall provide/render janitorial services to the CLIENT for the maintenance of its campus, buildings, premises, offices and facilities which includes:

- a. Sweeping, mopping, spot scrubbing and polishing of all floors and hallways, waiting areas, classrooms, and comfort rooms to continuously guarantee cleanliness of all buildings, surroundings, playgrounds and other areas;
- b. Sweeping the roadways, grounds, oval track, parking areas and other common areas;
- c. Landscaping, gardening, and watering plants;
- d. Cleaning, sanitizing, and deodorizing of toilets and washrooms, with the use of effective disinfecting chemicals on the wash bins, urinals, and toilet bowls;
- e. Dusting, and damp wiping of all hallways and comfort rooms;
- f. Cleaning and polishing of partitions, glass doors and windows;
- g. Cleaning of office counters and railings;
- h. Dusting and cleaning of horizontal and vertical surface including all ceilings;
- i. Emptying, collecting and/or disposing of trash from waste can or trash containers within the confines of the building to the receptacles provided for the purpose, cleaning and sanitizing of the same;
- j. Sorting and bringing solid wastes to the Materials Recovery Facility (MRF);
- k. Removal of cobwebs and scrubbing of stain marks or fingerprints on walls, doors, post and ceilings;
- l. Checking of water faucets, water apparatus, lights, and electrically run equipment, windows, and doors at the close of office hours.

Alum & dlm
 - 1
 Gym - 1
 Ground - 3
 MPM - 1
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 Dom - 1

- m. Checking and controlling and maintaining the refilling of overhead water tanks;
- n. For those assigned in the school canteens, the work includes keeping the whole canteen area clean, sanitizing the dining tables after every use by customers, wash the spoons, forks and plates (excluding the serving trays, pots and pans of concessionaires), manage canteen waste segregation and disposal;
- o. Assisting in hauling, moving of tables, chairs, cabinets, and etc. upon instruction of authorized officials of concerned unit/dept.
- p. Perform such other relevant duties that may be assigned by the General Services supervisor or authorized school authorities.

4. Financial Obligations and Payment of Salaries

- a. For and in consideration of the above services and during the effectivity of this contracted, the **CLIENT** shall pay **AGENCY** the following:

- 1. Php428.08*per day of actual service rendered, where the rate per day was derived as follows:

plus an attached approved rate effective April 1, 2024

Equivalent Monthly Rate*	Php420 X 313 days / 12 months	10,955.00	11,737.50
Service incentive leave	Php420 X 5 days / 12 months	175.00	181.25
Amount due to personnel		11,130.00	11,918.75
Divided by number of days per month		26	
		<u>428.08</u>	458.41

- 2. Salary-related premium contributions per personnel amounting to P1,374.10 with the following breakdown.

Mandated salary-related premium contribution for personnel (principal's share) payable on the end of month billing.

SSS premium	1,045.00	1045.
Philhealth premium	219.10	586.88
EC	10.00	10
Pag-Ibig premium	100.00	200
Total	<u>1,374.10</u>	1841.88

- 3. Premium pay for days worked on holidays to be billed based on actual attendance.
- 4. Night shift differential pay for janitorial staff entitled thereto based on actual hours of attendance and when required by CLIENT.
- 5. 13th month pay will be paid in December with 50% released on mid-year, if requested.
- 6. Administrative fee of P2,500.82 payable 15th and 30th. *The administrative fee will be pro-rated based on actual days during the Holy Week and Christmas break.*

CLEARED
OFFICE OF THE LEGAL COUNSEL
DATE: AUG 01 2023

(as discussed in the AB meeting of July 15, 2024

Execd. 15 2024

- b. Salaries of personnel and administrative fee are paid not later than five (5) days after the close of the payroll period. The payroll period for 1 to 15 are paid on or before the 20th day of the month while days 16 to 31 are paid on or before the 5th day of the following month with no unusual delay.
- c. The **AGENCY** shall be entitled to an adjustment of the stipulated contract price in the event that the minimum wage is increased or in the event that increased fringe benefits in favor of the employees are promulgated by law, decree or wage order subsequent to the execution of this contract. Said adjustment shall be equivalent to the amount of increase in fringe benefit promulgated by law.

5. Supervision and Administration of Personnel

- a. The **AGENCY** shall supervise, discipline, control and administer over its janitorial personnel in accordance with law, government rules and regulations as well as the rules and policies laid down by the **CLIENT** on this matter.
- b. The **AGENCY** management shall arrange a monthly meeting with the **CLIENT** for any possible problem/s or dispute that might affect the performance of assigned janitorial and maintenance service personnel.
- c. To have a closer supervision of personnel, the **AGENCY** shall conduct frequent on-the-spot checking to ensure the smooth implementation of maintenance measures, plans and procedures. Aside from the regular inspection, supervisors shall visit or call the **CLIENT** or its representatives for consultation from time to time to discuss matters of mutual concern.
- d. The **AGENCY** shall include a once-a-year training on safety and first aid techniques as part of its continuing manpower and development.

6. Uniform and Janitorial Equipment

The **AGENCY** shall provide its janitorial personnel the prescribed uniform in accordance with management directives while on duty. Janitorial and other related equipment and supplies shall be supplied by the **CLIENT** when necessary. For security and safety reasons, the **AGENCY** shall provide an I.D. to its personnel.

7. Labor Relationship

- a. There shall be no employer-employee relationship between **AGENCY** and its employees with the **CLIENT**. The agency assumes any and all obligations as an employer under Employment Compensation Law, Minimum Wage Law, Philippine Labor Law and other pertinent laws. The **CLIENT**, therefore, is completely free from any and all claims, obligations and/or liabilities by virtue of the employment under the laws herein mentioned.
- b. Notwithstanding the **CLIENT**'s voluntary payment of SSS, PhilHealth, and Pag-Ibig contributions for the benefit of the **AGENCY**'s employees, it is expressly understood and agreed that there is no employer-employee relationship

between the CLIENT and the AGENCY's employees. Such payments by the CLIENT are made solely for the welfare of the employees and do not in any way signify or imply an acknowledgement of an employer-employee relationship/between the CLIENT and the AGENCY's employees. The AGENCY has explained this arrangement to its personnel, and it is confirmed that all personnel understand this arrangement. The AGENCY continues to assume any and all obligations as an employer under Employment Compensation Law, Minimum Wage Law, Philippine Labor law, and other pertinent laws.

- c. The AGENCY shall be solely responsible in hiring, payment of wages (including overtime pay and/or differential pay) of the janitors and other personnel movement like suspension or dismissal, and under no circumstances shall these janitors be considered as employees of the CLIENT under this contract, provided, however, that the CLIENT has the right to demand for replacement of any of the janitors who may be found remiss in the performance of their duties or in any way undesirable.
- d. The AGENCY shall be exclusively responsible for the enforcement, compliance, and observance of Labor Laws, pertinent Rules and Regulations governing employer- employee relationship relating to the operations, management and conduct of janitorial agencies. The AGENCY shall be liable to the janitors for the payment of any claim for injury, sickness, death or any other claim under the existing laws, rules and regulations. Further, the AGENCY shall submit certified copy of the payroll signed by the janitors after each pay day as well as certified copy of previous month's receipts of payment of remittances for the janitor's' SSS, PhilHealth and Pag-Ibig, all of which shall be part of the requirements in processing the payment of monthly billing for this contract

8. Dispute Resolution Case

In case of any disputes arising from or in connection with the execution and interpretation of this contract, the parties agree to resolve first the issue through mediation or conciliation under the Alternative Dispute Resolution Law.

9. Indemnification Clause

The AGENCY agrees to indemnify, defend, and hold harmless the CLIENT from and against any and all losses, liabilities, damages, fines, penalties, costs and expenses (including attorney's fee) resulting from any claims, investigations, lawsuits, or other proceedings by any third party that arise out of, or relate to, any act or omission of the AGENCY or its personnel in the performance of this Agreement.

10. Confidentiality Clause

The AGENCY agrees to hold in strict confidence all information provided by the CLIENT in relation to this Agreement that is not publicly available and to not disclose such information to any third parties without the prior written consent of

the CLIENT. This confidentiality obligation shall survive the termination of this Agreement.

11. Terms of Contract

This contract shall take effect on **August 1, 2023** and shall be for a period of one (1) year from said date. Thereafter it shall be deemed renewable for the same period unless either party notifies the other in writing not later than one month before the expiry date of its intent not to renew.

12. Termination for Non-compliance


Notwithstanding any other provision herein, either party may terminate this Agreement in the event of a material breach by the other party. A material breach shall include, but not limited to, non-compliance with any of the terms and provisions of this Agreement. Before any termination action is taken, the party intending to terminate must give the other party written notice of the alleged breach and afford an opportunity to correct the breach within a reasonable time frame as stipulated in the notice. Should the breaching party fail to correct the breach within the given time frame, the non-breaching party may proceed with termination. This termination right is without prejudice to any other rights or remedies, including the right to sue for damages, that the non-breaching party may have under this Agreement or under applicable law.


IN WITNESS WHEREOF, the parties have herewith set their hands at the place and on the date first stated above.

SAINT MARY'S UNIVERSITY
(Client)

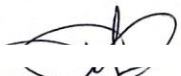
LDR MANPOWER AND GENRAL SERVICES
(Agency)


by:


DR. JOHN OCTAVIOUS S. PALINA
University President


MR. EOLITO D. RAGASA
Manager

SIGNED IN THE PRESENCE OF:


DR. JOHN G. TAYABAN
Vice President for Administration


MRS. VENICA S. ACOSTA, CPA
Vice President for Finance/Treasurer

ACKNOWLEDGEMENT

Republic of the Philippines)
_____) s.s.

BEFORE ME, a Notary Public, for and in Nueva Vizcaya. This AUG 11 2023 Day of
2023
Personally appeared.

MR. LOLITO D. RAGASA CRN-0111-3204079-1 N/A
OWNER/Manager SSS ID # DATE/PLACE ISSUED


DR. JOHN OCTAVIOUS S. PALINA 106-651-097-000 07/11/2017 / Bayombong
University President TIN DATE/PLACE ISSUED

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledge to me that the same is their free and voluntary act and deed as well as the free and voluntary act deed of the entities they represent.

This instrument consist of Six (6) pages on which the acknowledgement is written signed by the parties together with their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL on the date and at the place above written.

DOC. NO. 221
PAGE NO. 46
BOOK NO. xviii
SERIES OF 2023


CLARIZA S. IDIO
Notary Public until December 31, 2023
Comm. No. 02-21 (VI), 03/10/22; Nueva Vizcaya
PTR No. 2707287, 01/03/23; Nueva Vizcaya
IBP Lifetime No. 15943, 01/05/17; Nueva Vizcaya
Roll No. 60779, 03/26/12; Nueva Vizcaya
MCLE Compliance No. VII-0011073, until 04/14/25



SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

HUMAN RESOURCE DEVELOPMENT OFFICE

Document Code	HRD-FO-017
Revision	02
Effectivity Date	2023/07/24
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JOB ORDER CONTRACT

The Administration of
SAINT MARY'S UNIVERSITY
Bayombong, Nueva Vizcaya
hereby hires

ANA DOMINIQUE S. MERTO

as **contractual worker** assigned to Office of the Vice President for Mission and Identity for a period beginning from **September 13, 2023** until **December 20, 2023** with a remuneration of Four Hundred Twenty Pesos Only (**₱ 420.00**) per day, payable every 15th and 30th of the month.

As, contractual, Miss Merto binds herself to perform diligently and to the best of her ability the following task:

- ☞ *Maintains regular personnel presence in the Office to welcome the clients and visitors.*
- ☞ *Maintains physical orderliness/ neatness of the office.*
- ☞ *Prepares communication letters.*
- ☞ *Answer telephone calls.*
- ☞ *Routes/ distributes communication/ notices and documents to concerned offices and individuals.*
- ☞ *Make available data, information, and pertinent documents in the preparation of correspondence, memoranda and reports.*
- ☞ *Organizes the materials for posting and maintains the Scholarship page and Bulletin Board.*
- ☞ *Assist in the conduct of orientation/trainings/seminars initiated by the office.*
- ☞ *Request and compile the Copy of Grades, Copy of Enrollment, and photocopy of ID's of the scholars.*
- ☞ *Follow up students on the submission of their requirements.*
- ☞ *Compile and summarize list of scholars.*
- ☞ *Prepares Minutes of Meeting within VPPI cluster meeting only.*
- ☞ *Performs other related tasks assigned, requested or delegated by the Vice President for Mission and Identity.*

She likewise promises to obey all lawful orders of her superior and/or representatives made in connection with the work in which she is employed.

The parties further stipulate on the following conditions of this employment:

1. This contract shall be on a DAY-TO-DAY BASIS and shall not extend beyond the period stipulated above;
2. In as much as the employee is merely hired on a temporary basis, she cannot acquire the status of a permanent employee;
3. The worker may be laid off or separated by the University, EVEN BEFORE THE EXPIRY OF THE STIPULATED PERIOD if her services are found to be unsatisfactory, or if she has violated any of the established rules and regulations of the University;
4. In any case, the period of work shall not go beyond the duration of the work or purpose for which the worker has been engaged; and
5. This contract, unless sooner terminated for any of the causes mentioned in Item No. 2 hereof, shall then automatically cease on its expiry date, without any necessity of any prior notice to the worker.
6. The contractual worker knowingly and voluntarily agrees to the terms of this contract without force, duress or improper pressure, and that there are no circumstances that would vitiate her consent.

Done this 13th day of September 2023 at Bayombong, Nueva Vizcaya.



SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

HUMAN RESOURCE DEVELOPMENT OFFICE

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Document Code	HRD-FO-017
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ANA DOMINIQUE S. MERTO
Contractual Employee

Dr. JOHN OCTAVIOUS S. PALINA
University President
For SAINT MARY'S UNIVERSITY

SIGNED, AFTER THE EMPLOYEE WAS APPRISED OF THE NATURE OF HIS EMPLOYMENT, IN
THE PRESENCE OF:

MRS. DORILYN C. TIONGSON
President, SMU Employees' Union

MRS. RUBY LYN R. NUESTRO, RGC
Director, HRDO

SUBSCRIBED AND SWORN TO before me
this 09 of OCT 09 2023
at Solano, Nueva Vizcaya, Philippines.

Doc. No. 280 ;
Page No. 16 ;
Book No. CCXXVI ;
Series of 20 27 ;

EPIFANIO JG. GALIMA, III
Notarial Commission No. 21-21
Notary Public Until 12-31-2023
SMU, Bayombong, Nueva Vizcaya
Roll of Attorney's No. 57855
IBP Lifetime, 1080895, 1/4/18;
PTR No. 2719042, 1/04/23



SAIN MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

HUMAN RESOURCE DEVELOPMENT OFFICE

Document Code	HRD-FO-017
Revision	03
Effectivity Date	2023/10/24
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JOB ORDER CONTRACT

The Administration of
SAINT MARY'S UNIVERSITY
Bayombong, Nueva Vizcaya
hereby hires

AILYNE JOY M. PASCUA

as **contractual worker** assigned to Publishing & Digital Printing Office (PDPO) for a period beginning from **November 7, 2023** until **February 7, 2024** with a remuneration of Four Hundred Thirty Five Pesos Only (**₱ 435.00**) per day, payable every 15th and 30th of the month.

As, contractual, Miss Pascua binds herself to perform diligently and to the best of her ability the following task:

- Assists in the sorting, collating, and binding of books, notebooks, and journals, and of pamphlets, brochures, flyers, etc.
- Assists in Cricut operation in sticker and poster production.
- Assists in the assembly line in graduation folder production.
- Assists in other production-related processes and activities.
- Performs other related functions that maybe assigned by the PDPO.

She likewise promises to obey all lawful orders of her superior and/or representatives made in connection with the tasks or responsibilities assigned to her.

The parties further stipulate on the following conditions of this employment:

- This contract shall be on a DAY-TO-DAY BASIS and shall not extend beyond the period stipulated above;
- In as much as the worker is hired solely for short-term or specialized projects, and the role of the worker during the duration of this contract is specific to these projects and not essential or in line with the broader objectives of the University, she cannot acquire the status of permanent employee;
- The worker may be laid off or separated by the University, EVEN BEFORE THE EXPIRY OF THE STIPULATED PERIOD if her services are found to be unsatisfactory, or if she has violated any of the established rules and regulations of the University;
- In any case, the period of work shall not go beyond the duration of the work or purpose for which the worker has been engaged; and
- This contract, unless sooner terminated for any of the causes mentioned in Item No. 2 hereof, shall then automatically cease on its expiry date, without any necessity of any prior notice to the worker.
- The contractual worker knowingly and voluntarily agrees to the terms of this contract without force, duress or improper pressure, and that there are no circumstances that would vitiate his consent.
- This contract represent the ^{entirety} of the agreement between the contractual worker and the University for the specific short-term or specialized project(s) and does not supersede or extend any prior contracts, if any between the parties.

Done this 7th day of November 2023 at Bayombong, Nueva Vizcaya.

AILYNE JOY M. PASCUA
Contractual Employee

Dr. JOHN OCTAVIOUS S. PALINA
University President
For SAINT MARY'S UNIVERSITY

SIGNED, AFTER THE EMPLOYEE WAS APPRISED OF THE NATURE OF HIS EMPLOYMENT, IN
THE PRESENCE OF:

MRS. DORILYN C. TIONGSON
President, SMU Employees' Union

MRS. RUBY LYN R. NUESTRO, RGC
Director, HRDO



SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
HUMAN RESOURCE DEVELOPMENT OFFICE

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Effectivity Date	2023/10/24
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SUBSCRIBED AND SWORN TO before me this NOV 14 2023 in Bayombong, Nueva Vizcaya,
affiant presenting to me a valid identification card to prove her identity.

Doc. No. 88;
Page No. 18;
Book No. CCIV;
Series of 2023,

EPIFANIO D. ART C. GALIMA, III
Notarial Commission No. 21-21
Notary Public until 12-31-2023
SMU, Bayombong, Nueva Vizcaya
Roll of Attorney's No. 57855
IBF Lifetime, 1086895, 1/4/18;
PTR No. 2719042, 1/04/23



SAIN MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

HUMAN RESOURCE DEVELOPMENT OFFICE

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Revision	02
Effectivity Date	2023/07/24
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JOB ORDER CONTRACT

The Administration of
SAINT MARY'S UNIVERSITY
Bayombong, Nueva Vizcaya
hereby hires

ANTHONY L. ESPAÑOL

as **contractual worker** assigned to Physical Plant Properties Development & Maintenance Office (PPPDMO) for a period beginning from **October 18, 2023** until **November 15, 2023** with a remuneration of Five Hundred Fifty Pesos Only (**₱ 550.00**) per day, payable every 15th and 30th of the month.

As, contractual, Mr. Español binds himself to perform diligently and to the best of his ability the following task:

- ☞ *Fabrication and installation of billboard at the Junior High School*
- ☞ *Gym stage roof repairs*
- ☞ *Renovation of guard house at the Gate 3*
- ☞ *Tiling and repainting of UB 111-UB 114*
- ☞ *Perimeter wall (Engineering and Hantson)*
- ☞ *Hallway roofing between A building and Sacred Heart Center*
- ☞ *Hallway roofing between gym and Jubilee Library*
- ☞ *Fabrication of 50 Canteen tables*

He likewise promises to obey all lawful orders of his superior and/or representatives made in connection with the work in which he is employed.

The parties further stipulate on the following conditions of this employment:

1. This contract shall be on a DAY-TO-DAY BASIS and shall not extend beyond the period stipulated above;
2. In as much as the employee is merely hired on a temporary basis, he cannot acquire the status of a permanent employee;
3. The worker may be laid off or separated by the University, EVEN BEFORE THE EXPIRY OF THE STIPULATED PERIOD if his services are found to be unsatisfactory, or if he has violated any of the established rules and regulations of the University;
4. In any case, the period of work shall not go beyond the duration of the work or purpose for which the worker has been engaged; and
5. This contract, unless sooner terminated for any of the causes mentioned in Item No. 2 hereof, shall then automatically cease on its expiry date, without any necessity of any prior notice to the worker.
6. The contractual worker knowingly and voluntarily agrees to the terms of this contract without force, duress or improper pressure, and that there are no circumstances that would vitiate his consent.

Done this 18th day of October 2023 at Bayombong, Nueva Vizcaya.

ANTHONY L. ESPAÑOL
Contractual Employee

Dr. JOHN OCTAVIOUS S. PALINA
University President
For SAINT MARY'S UNIVERSITY

SIGNED, AFTER THE EMPLOYEE WAS APPRISED OF THE NATURE OF HIS EMPLOYMENT, IN
THE PRESENCE OF:

MRS. DORILYN C. TIONGSON
President, SMU Employees' Union

MRS. RUBY LYN R. NUESTRO, RGC
Director, HRDO



SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

HUMAN RESOURCE DEVELOPMENT OFFICE

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JOB ORDER CONTRACT

The Administration of
SAINT MARY'S UNIVERSITY
Bayombong, Nueva Vizcaya
hereby hires

FERDINAND E. CABANGAN SR.

as **contractual worker** assigned to Physical Plant Properties Development & Maintenance Office (PPPDMO) for a period beginning from **November 16, 2023** until **March 5, 2024** with a remuneration of Five Hundred Fifty Pesos Only (**₱ 550.00**) per day, payable every 15th and 30th of the month.

As, contractual, Mr. Cabangan Sr. binds himself to perform diligently and to the best of his ability the following task:

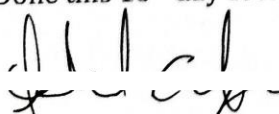
- ✓ *Fabrication and installation of billboard at the Junior High School*
- ✓ *Fabrication and installation of elevated water tank at the back of A building*
- ✓ *Fabrication of 50 canteen tables*
- ✓ *Renovation of Guard house at Gate 3*

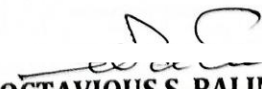
He likewise promises to obey all lawful orders of his superior and/or representatives made in connection with the tasks or responsibilities assigned to him.

The parties further stipulate on the following conditions of this employment:

1. This contract shall be on a DAY-TO-DAY BASIS and shall not extend beyond the period stipulated above;
2. In as much as the worker is hired solely for short-term or specialized projects, and the role of the worker during the duration of this contract is specific to these projects and not essential or in line with the broader objectives of the University, he cannot acquire the status of permanent employee;
3. The worker may be laid off or separated by the University, EVEN BEFORE THE EXPIRY OF THE STIPULATED PERIOD if his services are found to be unsatisfactory, or if he has violated any of the established rules and regulations of the University;
4. In any case, the period of work shall not go beyond the duration of the work or purpose for which the worker has been engaged; and
5. This contract, unless sooner terminated for any of the causes mentioned in Item No. 2 hereof, shall then automatically cease on its expiry date, without any necessity of any prior notice to the worker.
6. The contractual worker knowingly and voluntarily agrees to the terms of this contract without force, duress or improper pressure, and that there are no circumstances that would vitiate his consent.
7. This contract represent the entirety of the agreement between the contractual worker and the University for the specific short-term or specialized project(s) and does not supersede or extend any prior contracts, if any between the parties.

Done this 16th day of November 2023 at Bayombong, Nueva Vizcaya.


FERDINAND E. CABANGAN SR.
Contractual Employee


Dr. JOHN OCTAVIOUS S. PALINA
University President
For SAINT MARY'S UNIVERSITY



SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
HUMAN RESOURCE DEVELOPMENT OFFICE

Document Code	HRD-FO-017
Revision	03
Effectivity Date	2023/10/24
Page/s	2 of 1

SIGNED, AFTER THE EMPLOYEE WAS APPRISED OF THE NATURE OF HIS EMPLOYMENT, IN THE PRESENCE OF:

MRS. DORILYN C. TIONGSON
President, SMU Employees' Union

MRS. RUBY LYN R. NUESTRO, RGC
Director, HRDO

SUBSCRIBED AND SWORN TO before me this **NOV 23 2023** in Bayombong, Nueva Vizcaya, affiant presenting to me a valid identification card to prove his identity.

Doc. No. 110;
Page No. 22;
Book No. ccciv;
Series of 2023.

EPIFANIO DE G. CALIMA, III
Notarial Commission No. 21-21
Notary Public until 12-31-2023
SMU, Bayombong, Nueva Vizcaya
Roll of Attorney's No. 57855
IBF Lifetime, 1086895, 1/4/18;
PTR No. 2719042, 1/04/23


SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

TREASURY AND ACCOUNTING OFFICE

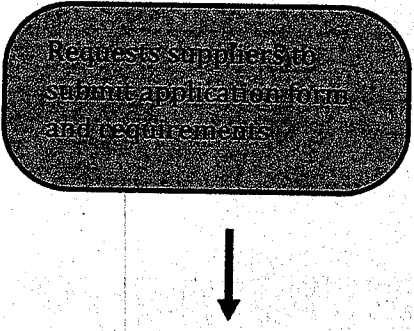
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Document Code	PRO-OP-001
Revision	00
Effectivity Date	2022/11/17
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Revision No.	Approval Date	Effectivity Date	Amendment
00	July 1, 2022	July 1, 2022	Initial Issue
01	November 17, 2022	November 17, 2022	Revised and added monitoring and continual improvement
02			

STANDARD OPERATING PROCEDURE

TITLE	Supplier Accreditation and Evaluation
SCOPE	This covers selection, accreditation, evaluation of suppliers
OBJECTIVE	To ensure a complete master list of accredited suppliers. To ensure complete evaluation of all suppliers based on delivery transactions

Activity	Description
	<p>The staff in charge of canvassing sends out suppliers accreditation application forms to interested suppliers who would want to quote. Refer to:</p> <ul style="list-style-type: none"> • PRO-WI-001: Supplier Accreditation and Evaluation • PRO-QR- 004: Supplier Accreditation Application & Evaluation Filled Up Forms • PRO-QR-005: Supplier Masterlist



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Supplier submits application form
and requirements



The staff in charge of canvassing
examines application form and checks
requirements

- PRO-WI-001: Supplier Accreditation and Evaluation
- PRO-QR-004: Supplier Accreditation Application & Evaluation Filled Up Forms
- PRO-QR-005: Supplier Masterlist

Evaluates and
approve/disapprove supplier
accreditation



The staff in charge of canvassing
forwards SAAF to accreditation
committee for evaluation and
approval

- PRO-WI-001: Supplier Accreditation and Evaluation
- PRO-QR-004: Supplier Accreditation Application & Evaluation Filled Up Forms
- PRO-QR-005: Supplier Masterlist



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Issues accreditation certificate for approved suppliers and informs those with disapproved application



The staff in charge of canvassing informs suppliers of who are approved and disapproved

- PRO-WI-001: Supplier Accreditation and Evaluation
- PRO-QR- 004: Supplier Accreditation Application & Evaluation Filled Up Forms
- PRO-QR-005: Supplier Masterlist

Updates List of Suppliers



The staff in charge of canvassing adds new names of suppliers to the list.

- PRO-WI-001: Supplier Accreditation and Evaluation
- PRO-QR-005: Supplier Masterlist



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Monitors and evaluates supplier's performance based on delivery



The Head of the Inventory Management Officer and End User evaluates the suppliers performance as to pacing, correctness and completeness of delivery and submits a copy of the evaluation every semester to the Procurement Office

- PRO-WI-001:Supplier Accreditation and Evaluation
- PRO-QR-006: Supplier Evaluation Based on Performance of Delivery
- PRO-QR-011: Filled Up Purchase Order Forms

Continual Improvement

At the end of the year the Head of the Inventory Management and other evaluators summarizes supplier's performance as basis for renewal and the staff in charge of canvassing informs suppliers of renewal/non renewal of accreditation

- PRO-WI-001:Supplier Accreditation and Evaluation
- PRO-QR-006: Supplier Evaluation Based on Performance of Delivery

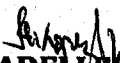
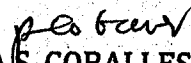


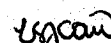
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Prepared by:	
 IRMA MADELLAINE F. LOPEZ	11/17/22
Process Owner	Date Signed
Reviewed by:	
 PEARL VIA S. COBALLES	11-17-22
Quality Management Representative	Date Signed

Approved by:	
 MRS. VENICA S. ACOSTA, VP FINANCE & TREASURER	NOV 17 2022
Supervising VP/President	Date Signed:



SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
TREASURY AND ACCOUNTING OFFICE

Signature: _____

Date: _____

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Revision No.	Approval Date	Effectivity Date	Amendment
00	July 1, 2022	July 1, 2022	Initial Issue
01	November 17, 2022	November 17, 2022	Revised and added monitoring and continual improvement
02			

STANDARD OPERATING PROCEDURE

TITLE	Canvassing
SCOPE	This covers canvassing items or services for purchase from accredited suppliers and negotiation of prices
OBJECTIVE	To ensure that items or services for purchase are canvassed from at least three suppliers

Activity

Receives approved request purchase form from the VP Finance Office



Description

The staff in charge of canvassing receives the approved request purchase form from the VP Finance Office and prepares the canvass form

- PRO-WI-002: Canvassing
- BUD-WI-006: Implementation of the Budget
- PRO-QR-007: Purchase Request Form logbook



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Sends out request for quotation of items and services for purchase



Summarizes canvass for approval of the Vice President for Finance



The staff in charge of canvassing using the canvass form requests at least three accredited suppliers to quote items or services for purchase. He/she does it thru email or phone

- PRO-WI-002: Canvassing
- PRO-QR-007: Purchase Request Form logbook
- PRO-QR-008: Filled Up Canvass Form
- PRO-QR-009: Canvass Summary Filled Up Forms

The staff in charge of canvassing makes a summary of the canvass and gives it to the office of the Vice President for Finance for approval. For capital expenditures with large amounts the VP for fiancé recommends approval to the University President.

- PRO-WI-002: Canvassing
- PRO-QR-009: Canvass Summary Filled Up Forms
- PRO-QR-010: Filled Up Canvass Summary logbook

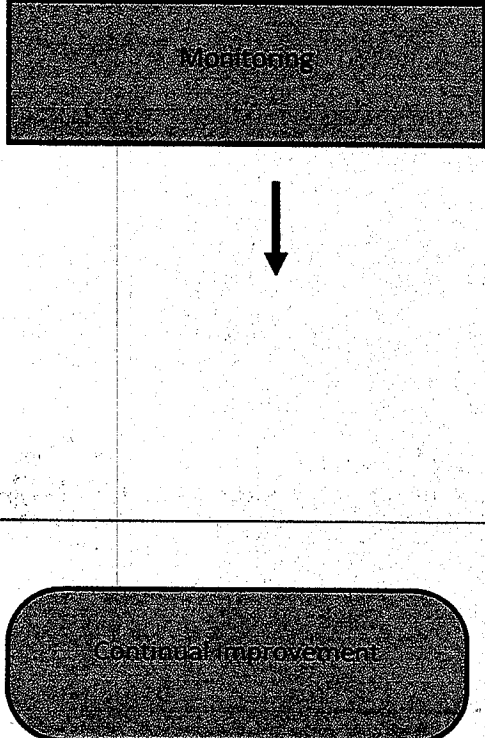
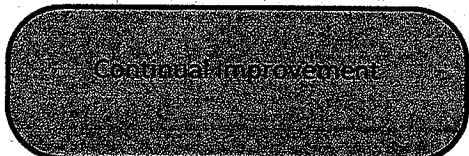


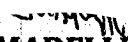

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TREASURY AND ACCOUNTING OFFICE

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	<p>The staff in charge of canvassing monitors the approval of the summary of canvass and logs the items/service for purchase on its logbook and forwards summary of canvass sheet to the staff in charge of purchasing</p> <ul style="list-style-type: none">• PRO-WI-002: Canvassing• PRO-QR-009: Canvass Summary Filled Up Forms• PRO-QR-010: Filled Up Canvass Summary logbook
	<p>The staff in charge of canvassing does corrections and improvements on doing the canvass.</p> <ul style="list-style-type: none">• PRO-WI-002: Canvassing• PRO-QR-010: Filled Up Canvass Summary logbook

Prepared by:	
 IRMA MADELEINE F. LOPEZ	11/17/22
Process Owner	Date Signed
Reviewed by:	
 PEARL V. S. COBALLES	11-17-22
Quality Management Representative	Date Signed



SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

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Approved by:	
MRS. VENICA S. ACOSTA, VP FINANCE & TREASURER	NOV 17 2022
Supervising VP/President	Date Signed: