

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This contract made and entered by and between:

Local Government Unit of Ginatilan (LGU) with office address at Ginatilan, Cebu, herein represented by HON. ROY VINCENT P. SINGCO, Municipal Mayor, hereinafter referred to as the "First Party";


-and-


MR. GLICERIO A. BAGUIA, of legal age, Filipino and with residence/office address at Poblacion, Alegria, Cebu, hereinafter referred to as "Second Party";

-WITNESSETH-

1. That the First Party is in need of the services of the Second Party who shall perform functions and responsibilities not otherwise performed by anybody in the LGU and which cannot be delegated to other regular personnel in the Office of the Municipal Mayor due to lack of skills, trainings and experiences;
2. That the Second Party has signified his 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 duties and responsibilities that may be required of her as described herein;
4. That the Second Party hereby attests that he is not related within the fourth degree of consanguinity or affinity to the hiring authority; that he has not been previously dismissed from government service by reason of an administrative offense and that he has not reached the compulsory retirement age of sixty-five (65);
5. That in view hereof, the Second Party is hereby contracted as a *Consultant on Information Technology and Web Administration* effective January 2, 2025 to June 30, 2025 in consideration of the monthly rate of ₱ 10,000.00 to be paid on or before the last working day of the month;
6. That the *Consultant on IT and Web Administration*, the Second Party is expected to perform the following functions:
 - a. Act as administration for the Municipality of Ginatilan LGU Website where he will maintain and update the contents thereof according to the requests of the various Offices of the LGU and to consequently recommend to the Municipal Mayor, if needed, website features and upgrades.
 - b. Assist in evaluating issues and maintaining the IT and network infrastructure of the LGU and to coordinate with the office of the Municipal Mayor for IT/Network concerns and issues.
 - c. Offer, suggest and or make recommendation to the Municipal Mayor for IT/Network reliability and security.
 - d. Do other duties, functions and responsibilities related to information technology and network infrastructure as maybe assigned or delegated to him by the First Party.
7. That the Second Party shall perform work in a time and schedule agreed upon by both parties;
8. That it is understood that this Contract of Service does not create an employer-employee relationship between the First Party and the Second Party, 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 2nd day of January, 2025 at
Ginatilan, Cebu.


ROY VINCENT P. SINGCO
Municipal Mayor
First Party


GLICERIO A. BAGUIA
Second Party

Signed in the presence of:


CHERRYL B. ANDICOY
Municipal Engineer


JEORGITA B. JIMENEZ
Private Secretary

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES
PROVINCE OF CEBU **CEBU CITY**
MUNICIPALITY OF _____

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

NAME	GOV'T ISSUED ID NO.	VALID UNTIL:
ROY VINCENT P. SINGCO	<u>SSS UMID ID No.</u> <u>CRN-021-3147-3431-7</u>	<u>JULY, 2025</u>
GLICERIO A. BAGUIA	<u>SSS ID CARD</u>	

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


This instrument consists of two (2) pages including this page wherein this Acknowledgement is written, and signed by the parties and their instrumental witnesses on each and every page hereof.

_____, Cebu, Philippines

FEB 17 2025

WITNESS MY HAND AND SEAL, on ____ day of _____, 2025 at **CEBU CITY**,
Cebu, Philippines.

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Series of not


ATTY. RENANTE A. TING
Notary Public
UNTIL DECEMBER 31, 2026
PTR NO. 70455227-11/24/2024 Cebu City
IBP NO. 471548-10/14/2024 Cebu City
ROLL OF ATTORNEY'S NO. 82943
9 D. Izkosalem St., Cebu City
Notarial Commission No. 062-23
MCLE NO. VIII-0018650