

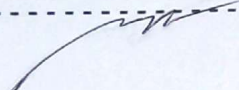
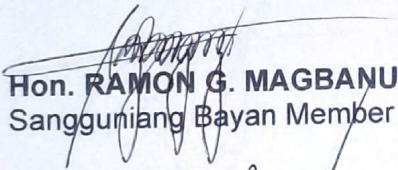
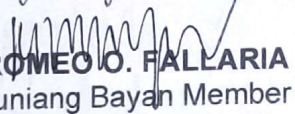
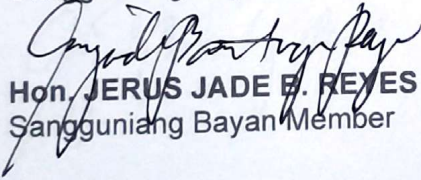

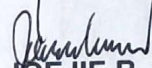
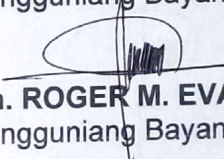
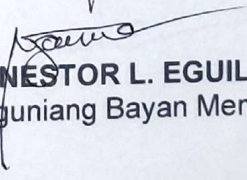
- i. Alyssa Christia J. Fuestel - Administrative Officer V
- ii. Reniemar C. Sejera - Information Officer


RESOLVED FURTHER, That: Any change or alteration in the Contract of Service originally presented shall have no effect and therefore null and void;

RESOLVED FINALLY, That: Any legal encumbrance that may arise in the execution and actual application of this Contract of Service shall be the sole responsibility of the heads of Implementing Offices or Units;

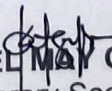
ON MOTION of SB Member Romeo O. Fallaria together with SB Member Guillermo G. Salas, Jr. jointly seconded by SB Member Ramon G. Magbanua and SB Member Jerus Jade B. Reyes, foregoing was...

APPROVED": August 26, 2025, Bulalacao, Oriental Mindoro.


<p> Hon. GUILLERMO G. SALAS, JR. Sangguniang Bayan Member</p> <p> Hon. RAMON G. MAGBANUA Sangguniang Bayan Member</p> <p> Hon. ROMEO O. FALLARIA Sangguniang Bayan Member</p> <p> Hon. JERUS JADE B. REYES Sangguniang Bayan Member</p>	<p> Hon. MOSES M. OSORIO, SR. Sangguniang Bayan Member</p> <p> Hon. JOEJIE R. NARCISO Sangguniang Bayan Member</p> <p> Hon. ROGER M. EVANGELIO, SR. Sangguniang Bayan Member</p> <p> Hon. NESTOR L. EGUILLON Sangguniang Bayan Member</p>
--	--


Hon. ACERON U. CALINOG, JR.
IPM Representative

CERTIFIED TRUE AND CORRECT:


KEIZEL MAY C. SALADINO
Temporary Secretary

ATTESTED:


Hon. GERMAN S. ACOSTA
Municipal Vice Mayor/ Presiding Officer
Date Signed: ~~SEPTEMBER~~ 09, 2025

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This Contract of Service entered into by and between the **SANGGUNIANG BAYAN OFFICE**, duly organized and existing under and by virtue of Philippine laws, herein represented by its Municipal Vice Mayor, **Hon. GERMAN S. ACOSTA**, legal age, Filipino, with office address at Poblacion, Bulalacao, Oriental Mindoro herein after referred to as the '**First Party**';

-and-

ALYSSA CHRISTIA J. FEUSTEL, of legal age, Filipino, married and residing at Poblacion, Bulalacao, Oriental Mindoro referred to as the "**Second Party**".

WITNESSEETH:

WHEREAS, the **First Party** is in need of the services of additional administrative personnel to provide essential support for its day-to-day operations, ensure efficient record-keeping, facilitate communication between departments, and assist in the overall smooth functioning of the local government unit;

WHEREAS, the **Second Party** is willing and capable to render her services as **Administrative Officer V** as needed by the **First Party** in which he possesses the education, experience, and skills required to perform the job described herein based on the Terms of Reference of the **First Party**;

NOW, THEREFORE, for and in consideration of the foregoing premises, the **First Party** hereby engages the services of the **Second Party**, subject to the following terms and conditions:

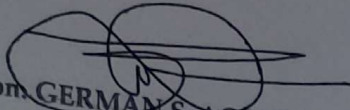
1. As a **Administrative Officer V**, the **Second Party** is expected and agrees to perform the following functions subject to supervision of the **First Party**:
 - a) renders and completes prescribed eight (8) working hours per day;
 - b) Performs administrative functions in the office of the Municipal Vice - Mayor, enumerated as follows:
 1. Overseeing the day-to-day operations of the Vice Mayor's office, ensuring smooth workflow and efficient resource utilization. This can include managing office supplies, equipment, and facilities.
 2. Maintaining and organizing important documents, records, reports, communications, and other official papers for the Vice Mayor's office. This includes proper filing, archiving, and retrieval.
 3. Maintaining and organizing important documents, records, reports, communications, and other official papers for the Vice Mayor's office and the Sangguniang Bayan.

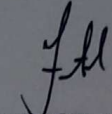
4. Handling incoming and outgoing correspondence, drafting letters, and other official communications as instructed by the Vice Mayor. This also involves liaising with other government departments, agencies, and the public.
 5. Managing the Vice Mayor's calendar, scheduling meetings, appointments, and official engagements, and ensuring the Vice Mayor is prepared for these activities.
 6. Assisting with travel orders, itineraries, and claims for the Vice Mayor and relevant staff.
- c) Act as the secretary of the Municipal Vice-Mayor.
 - d) Performs other related functions as may be assigned by the First Party.
2. That the Second Party cannot pre-terminate this contract without the approval of the **First Party**, otherwise, the Second Party shall be held liable for BREACH OF CONTRACT with all claims and benefits accruing forfeited in favor of the LGU;
 3. That the First Party shall pay the Second Party a monthly rate of **Forty thousand Pesos (PhP40,000.00)** as wage for services rendered subject to a "No Work, No Pay" rule and other accounting and auditing rules and regulations;
 4. That the wages of the Second Party corresponding to the last period of his contract shall not be released by the First Party, unless prior clearance is obtained, copy of which is submitted to the accounting office of the LGU;
 5. That the Second Party shall not be entitled to any other benefits pertaining to a regular employee of the LGU, however, payments for services rendered during weekends and holidays shall be provided by the First Party in which authority prior to rendering overtime services must be secured first as well as reimbursements for travelling expenses only for official travels wherein work-related purposes are served chargeable to the fund of Office of the Municipal Mayor,
 6. That the First Party reserves the right to terminate this Contract on the following grounds:
 - a. Violation by the Second Party of the Terms and Conditions of this Contract;
 - b. Non-availability of funds;
 - c. Unsatisfactory performance of duties and responsibilities of the Second Party.

This agreement shall take effect on **July 1, 2025** until **December 31, 2025** at the Municipality of Bulalacao, Oriental Mindoro.

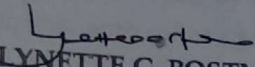
LOCAL GOVERNMENT UNIT OF BULALACAO
(FIRST PARTY)

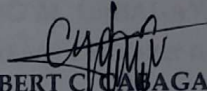
Represented by:


Hon. GERMAN S. ACOSTA
Municipal Vice - Mayor


ALYSSA CHRISTIA J. FEUSTEL
Second Party

Signed in the presence of:


LYNETTE G. POSTMA
Municipal Administrator


HERBERT C. CABAGAY
Administrative Officer V / HRMO

ACKNOWLEDGEMENT

Republic of the Philippines)
Province of Oriental Mindoro) S. S.
Municipality of _____)

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

NAME	Government Issued ID and Number	Date & Place Issued
GERMAN S. ACOSTA		
ALYSSA CHRISTIA J. FEUSTEL		

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 consist of three (3) pages including this page wherein this Acknowledgement is written, has been signed by the parties and their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL, this _____ day of 31 JUL 2025, 20____ at
Roxas Oriental Mindoro, Oriental Mindoro.

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This Contract of Service entered into by and between the **LOCAL GOVERNMENT UNIT OF BULALACAO**, duly organized and existing under and by virtue of Philippine laws, herein represented by its Local Chief Executive, **Hon. LUMELITO M. CABAGAY**, legal age, Filipino, with office address at Poblacion, Bulalacao, Oriental Mindoro herein after referred to as the **'First Party'**;

-and-

RENIEMAR C. SEJERA of legal age, Filipino, single and residing at Poblacion, Bulalacao, Oriental Mindoro referred to as the **"Second Party"**.

WITNESSEETH:

WHEREAS, the **First Party** is in need of the services of additional public information personnel to assist in disseminating vital information, promoting local government initiatives, and managing communication strategies for the benefit of its constituents;

WHEREAS, the **Second Party** is willing and capable to render his services as **Information Officer II** as needed by the **First Party** in which he possesses the education, experience, and skills required to perform the job described herein based on the Terms of Reference of the **First Party**;

NOW, THEREFORE, for and in consideration of the foregoing premises, the **First Party** hereby engages the services of the **Second Party**, subject to the following terms and conditions:

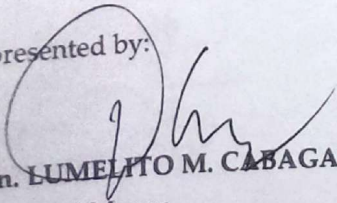
1. As a **Information Officer II**, the **Second Party** is expected and agrees to perform the following functions subject to supervision of the **First Party**:
 - a) Renders and completes prescribed eight (8) working hours per day;
 - b) Assists in the formulation and implementation of the LGU's public information and communication plans.
 - c) Drafts and disseminates press releases, advisories, public announcements, and other communication materials.
 - d) Manage and updates the LGU's official social media account and website content, as directed.
 - e) Monitors public opinion and media coverage related to the LGU.
 - f) Performs other related public information duties as may be assigned by the LGU Head or his/her authorized representative.

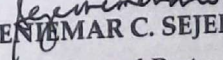
2. That the Second Party cannot pre-terminate this contract without the approval of the **First Party**, otherwise, the Second Party shall be held liable for **BREACH OF CONTRACT** with all claims and benefits accruing forfeited in favor of the LGU;
3. That the First Party shall pay the Second Party a monthly rate of **Thirty thousand Pesos (PhP30,000.00)** as wage for services rendered subject to a "No Work, No Pay" rule and other accounting and auditing rules and regulations;
4. That the wages of the Second Party corresponding to the last period of his contract shall not be released by the First Party, unless prior clearance is obtained, copy of which is submitted to the accounting office of the LGU;
5. That the Second Party shall not be entitled to any other benefits pertaining to a regular employee of the LGU, however, payments for services rendered during weekends and holidays shall be provided by the First Party in which authority prior to rendering overtime services must be secured first as well as reimbursements for travelling expenses only for official travels wherein work-related purposes are served chargeable to the fund of Office of the Municipal Mayor,
6. That the First Party reserves the right to terminate this Contract on the following grounds:
 - a. Violation by the Second Party of the Terms and Conditions of this Contract;
 - b. Non-availability of funds;
 - c. Unsatisfactory performance of duties and responsibilities of the Second Party.

This agreement shall take effect on **July 1, 2025** until **December 31, 2025** at the Municipality of Bulalacao, Oriental Mindoro.

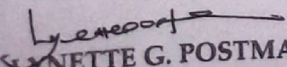
LOCAL GOVERNMENT UNIT OF BULALACAO
(FIRST PARTY)

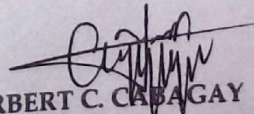
Represented by:


Hon. **LUMELITO M. CABAGAY**
Municipal Mayor


RENIMAR C. SEJERA
Second Party

Signed in the presence of:


LYNETTE G. POSTMA
Municipal Administrator


HERBERT C. CABAGAY
Administrative Officer V / HRMO

ACKNOWLEDGEMENT

Republic of the Philippines)
Province of Oriental Mindoro) S. S.
Municipality of _____)

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

NAME	Government Issued ID and Number	Date & Place Issued
LUMELITO M. CABAGAY		
RENIEMAR C. SEJERA		


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 consist of three (3) pages including this page wherein this Acknowledgement is written, has been signed by the parties and their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL, this _____ day of 31 JUL 2025, 20____ at
Roxas Oriental Mindoro, Oriental Mindoro.

Doc. No. 83 :
Page No. 18 :
Book No. 43 :
Series of 20 2025 :

NOTARY PUBLIC


Atty. Maria Celina Talens
Notary Public
Valid Until December 31, 2025
Roll of Attorney's No. 81825
MCLE Compliance No. VIII-0005201
IBP OR No. 489675; 12-30-2024
PTR No. 4314503A; 01-02-2025
Roxas, Oriental Mindoro