Republic of the Philippines

**CAGAYAN STATE UNIVERSITY**

Andrews Campus, Caritan Tuguegarao City

­­­­**­OFFICE OF STUDENT DEVELOPMENT & WELFARE**

Telefax No.: (078) 844-1903)

**STUDENT ASSISTANTSHIP AGREEMENT**

*Agreement between OSSW and Student Assistant*

**THIS AGREEMENT** made on the \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_ in the year two thousand and sixteen

**BY AND BETWEEN**

Office of the Student Services and Welfare

**Hereinafter called the “EMPLOYER”**

and

(Full Name) (Course/Year)

Hereinafter called the “Student Employee”

WITNESSETH: that the Employer and Employee undertake and agree as follows:

**Article 1: THE WORK**

The Student employee shall:

1. Perform all the Work required by the Employer
2. Do and fulfil everything indicated by this agreement,
3. Commence the Work by the \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_ and substantially perform the Work of this Contract as certified by the direct supervisor till end of the semester of School Year 2016-2017.
4. Agrees to report to the assigned office where services are needed with the following permanent schedule.

|  |  |
| --- | --- |
| **Day** | **Time** |
| Monday |  |
| Tuesday |  |
| Wednesday |  |
| Thursday |  |
| Friday |  |

1. Submit duplicate copies of time sheets duly signed by the direct supervisor.
2. Agree that this contract will be terminated upon failure to report to work for three (3) unexcused absences reported by the direct supervisor.

The OSSW (employer) shall:

1. Evaluate the Student Employee Performance
2. Terminate the contract of the Student Employee once the filed complaint of the direct supervisor is given due process.

**Article 2: PAYMENT**

1. The Student Employee shall submit duly accomplished Daily Time Records (DTR’s) and Accomplishment Report every first and second day of the month.
2. Failure to submit DTR on the specified time shall mean that Student Employee shall receive payment on the next pay month.
3. The Office of Student Services and Welfare shall validate the duly accomplished Daily Time Records (DTR’s) as basis for payment.
4. The Student Employee shall be paid twenty-five pesos (25.00) per hour but not to exceed forty (40) hours a month.

IN WITNESS WHEREOF the parties hereto have executed this Agreement under their respective handwritings.

SIGNED

In the presence of:

**LORAINE S. TATTAO, Ph.D. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Director of Student Development and Welfare Student Employee

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

Date Date

Witnesses:

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

Name

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

Date