

CONTRACT OF SERVICE

This **CONTRACT** is made and entered into by and between:

Happy Hollow National High School with address at Purok 1 Happy Hollow, Baguio City, represented herein by its **School Head, JANET B. PASCUA**, and hereinafter referred to as **FIRST PARTY**.

- and -

SYNCHRONIC SYSTEMS CORP., a private company duly organized and existing under Philippine laws, with office address at Lot 44-D Pine Road, Philippine Economic Zone Authority, Loakan, Baguio City represented by its authorized Representative **Ms. LORNA M. MATULAC**, and hereinafter referred to as the **SECOND PARTY**.

WITNESSETH:

WHEREAS, the **FIRST PARTY** is in need of service provider duly-registered and recognized by authorized government agencies to provide janitorial services ensuring continuous and efficient delivery of the school's programs and services who will be assigned at Happy Hollow National High School;

WHEREAS, the **SECOND PARTY** is Duly registered with Department of Labor and Employment, (DOLE), Bureau of Internal Revenue (BIR), and Security and Exchange Commission (SEC).

WHEREAS, the **SECOND PARTY** is an active employer registered with the Social Security System (SSS), Home Development Mutual Fund (Pag-IBIG Fund) and Philippine Health Insurance (PhilHealth).

FIRST PARTY;

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

I. TERMS AND CONDITIONS

1. **Number of manpower.** The **SECOND PARTY** shall provide one (1) janitor for the **FIRST PARTY**.
2. **Employer-Employee relationship.** It shall be understood that there is **No** employer-employee relationship between the **FIRST PARTY** and the janitor provided by the **SECOND PARTY**.

The relationship between the **FIRST PARTY** and **SECOND PARTY** is that of a client and a contractor.

The janitor provided by **SECOND PARTY** is its sole employee.



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Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY
 HAPPY HOLLOW NATIONAL HIGH SCHOOL

III. Period of this Agreement

This Contract shall take effect on **January 12, 2026**, up to **December 31, 2026** or for a period of twelve (12) months. It shall automatically cease at the end of the period unless renewed by both parties.

IV. Termination.

This contract may be terminated earlier when one or both of the parties, are no longer satisfied with the contract, services of the Second Party are no longer needed, funds are no longer available, performance of the **SECOND PARTY** is unsatisfactory, by reason of unforeseen events, or when both parties are incapable of fulfilling their obligations as described in this contract.

This contract may likewise be terminated by either party, by giving 15-day notice to the other.

V. Mode of Payment

1. **Contract Cost.** In consideration of the services rendered and during the effectivity of this contract, the FIRST PARTY shall pay the SECOND PARTY **Sixteen thousand eight hundred seventy - three and 14/100 PESOS (Php16,873.14)** per month, chargeable to the **School MOOE CY: 2026; Happy Hollow National High School**. Payment of the service shall be made on the 1st day of the next month.
2. The Janitorial services fee will be paid upon submission by the SECOND PARTY of a Statement of Account together with the DTRs, proof of payment salaries of manpower/janitor/utility worker, proof of payment of SSS, ECC, Philhealth and Pag-ibig contributions. All of the required documents must be submitted in two copies (1 original and 1 photocopy)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in accordance with the laws on the day and year first above written.

J. Pascua
JANET B. PASCUA
 Signature of the First Party:
 School Head

L. Matulac
MS. LORNA M. MATULAC
 Signature of the Second Party:

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3. **Duties and responsibilities of the janitor.** The personnel provided by the **SECOND PARTY** must perform janitorial works within the premises of the latter specifically:

- a. Maintain cleanliness of the outside Comfort Rooms for girls and boys;
- b. Maintain the cleanliness of the school office and school ground;
- c. Help in segregating wastes ready for the garbage truck for pick-up on the day of schedule which is Monday;
- d. Help in "Gulayan sa Paaralan", "Clean and Green", Brigada Eskwela, and other related school activities;
- e. Do errands on related activities;
- f. Assist in the preparation, during and after school programs and important activities;
- g. Report any untoward incident/ situations observed immediately to the school head for appropriate actions; and
- h. Perform other related jobs as maybe assigned by the immediate supervisor and other school authorities.

4. **Supervision.** The **SECOND PARTY** must conduct random supervision/inspection of the work of its employee.

5. **Compliance to Labor Laws.** The **SECOND PARTY** must comply with all Labor Laws and other rules governing it.

6. The **FIRST PARTY** has the right to request for the immediate replacement of the janitor who is found to be unfit and for any other acceptable reasons as may deemed proper.

7. The **SECOND PARTY** shall allow its employee to render overtime work upon request of the **FIRST PARTY**. Corresponding payments shall be made as a result of such overtime work

The Terms of Reference and documents submitted by Synchronic Systems Corp. shall form part of this contract

8. **Other Considerations.** The janitor must not use any properties for personal gain or other reasons without of the consent of the **FIRST PARTY**.

II. Hours of Work

The janitor provided by the **SECOND PARTY** shall render 8 hours of work in a day, from 9:00 A.M. to 6:00 P.M., Mondays to Fridays and on Saturdays when needed.



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SIGNED IN THE PRESENCE OF:

Aladina D. Diano
ALADINA D. DIANO
Teacher VI

Ivy Gay C. Batay-an
IVY GAY C. BATAY-AN
Teacher VI

Cherry Ann N. Ochocho
CHERRY ANN N. OCHOCO
Teacher III

Jazel C. Aquino
JAZEL C. AQUINO
Teacher III

Funds Available:

April Mae B. Coteng - Foy - Os
APRIL MAE B. COTENG - FOY - OS
Bookkeeper

Approved:

Janet B. Pascua
JANET B. PASCUA
School Head

Janet



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
DISTRICT 2
HAPPY HOLLOW NATIONAL HIGH SCHOOL

NOTICE OF PROCEED – JHS

January 09, 2026

SYNCHRONIC SYSTEMS CORPORATION
Lot 44 Pine Road BCEZ Loakan
Baguio City

Dear Maam/Sir:

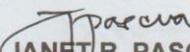
This refers to our award of contract to your company for the procurement of “**JANITORIAL SERVICES**” in the amount of **PHILIPPINE PESOS Two Hundred Two Thousand Four Hundred Seventy Seven and 66/100 Pesos Only (₱ 202,477.66)** inclusive of appropriate taxes and fees.

In relation thereto, notice is hereby given to your company that the implementation of the said project shall commence immediately. You are expected to perform the terms and conditions stipulated in the attached contract.

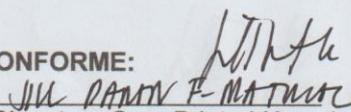
Please acknowledge receipt and acceptance of this notice by signing at the portion provided below of both copies. Keep one copy and return the other to this office at the soonest.

Thank you.

Very truly yours,


JANET B. PASCUA
School Head

CONFORME:


JIM RAMON F. MATANG
(Signature Over Printed Name)

JAN- 09, 2026
(Date)



Address: Purok 4, Happy Hollow, Baguio City
Email: 305273@deped.gov.ph
Mobile Nos.
Facebook: <https://www.facebook.com/DepEdTayoHHNHS>



Republic of the Philippines
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NOTICE OF AWARD –JHS

January 07, 2026

SYNCHRONIC SYSTEMS CORPORATION
Lot 44-D Pine Road BCEZ Loakan
Baguio City

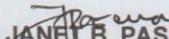
Dear Maam/Sir:

We are pleased to notify you that your price quotation and proposal for the procurement of **JANITORIAL SERVICES** in the amount of PHILIPPINE PESOS **Two Hundred Two Thousand Four Hundred Seventy Seven and 66/100 Pesos Only (Php 202,477.66)** inclusive of appropriate taxes and fees, has been accepted.

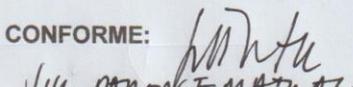
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,


JANET B. PASCUA
School Head

CONFORME:


Sir Manuel F. Matina
(Signature Over Printed Name)

Jan - 7, 2026
(Date)



Address: Purok 4, Happy Hollow, Baguio City
Email: 305273@deped.gov.ph
Mobile Nos.
Facebook: <https://www.facebook.com/DepEdTayoHHNHS>