

leaving; maintain a clear appearance – no wearing of sandals, slippers or shorts/pedal pants; immediately report any suspicious person/s or activity/ies that they may observe to be prejudicial or endangering the *UNIVERSITY* or its constituents.

12. Uniform – The janitor shall wear the *AGENCY*'s official uniform or shirt with collar, with either Identification card or embroidered name patch/plates. Otherwise the *UNIVERSITY* may refuse the janitor to proceed to work. In no case shall they be allowed to stay within the *UNIVERSITY* premises after their tour of duty unless necessary and with the approval of the *UNIVERSITY* authorities concerned. The *AGENCY* binds itself that it shall be liable to pay the *UNIVERSITY*, as liquidated damages, the amount of ONE THOUSAND PESOS (P 1,000.00) per day per janitor who fails to wear the prescribed uniform and ID while on duty.

13. Routine Operations and Minimum Requirements – Under the Janitorial Plan, the janitors' daily, weekly and monthly routine operations as may be stated in "ANNEX B" shall be followed and the *AGENCY*, through a supervisor specifically or regularly assigned to the *UNIVERSITY*, shall ensure that the janitors are aware of and will do these daily, weekly and monthly tasks.

The foregoing stipulations notwithstanding, the *AGENCY* undertakes that its janitors shall faithfully perform additional duties and responsibilities which the *UNIVERSITY* or the Building Administrators may reasonably require from time to time.

14. Equipment and Supply – The consumable materials such as but not limited to crescent high grade wax, air freshener, soap, gasoline-unleaded, floor wax-liquid and other supplies to be used in performing the above services by the janitors shall be for the account of the *AGENCY*. Attached herewith forming an integral part of this instrument is "ANNEX C". Only the water and electrical consumption shall be for the account of the *UNIVERSITY*.

It shall be for the direct responsibility and obligation of the *AGENCY* to furnish, bring in or provide the equipment/materials, such as but not limited to grass cutter, lawnmower, floor polisher with stripping pad and holder, vacuum cleaner, in good looking condition as may be scheduled or required by the *UNIVERSITY*. Miscellaneous tools and implements of janitors used for cleaning purposes such as rags, feather dusters etc. shall also be the responsibility and shall be provided by the *AGENCY* without need of reminder. The *AGENCY* binds itself to be liable to pay the *UNIVERSITY* the liquidated damage in the amount of ONE THOUSAND PESOS (P 1,000.00) per equipment per day, for failure to bring in or provide the equipment as aforementioned.

15. Security Search – The janitors shall be subject to search by the security guards upon entering and leaving the premises of the *UNIVERSITY* as a precaution against property losses. The *UNIVERSITY* may any time, refuse any janitor to enter the campus premises or may not be allowed to work, when suspected or observed to be nearly intoxicated with alcohol, drugs or similar pernicious substances, without prejudice to any legal remedy the *UNIVERSITY* may proceed against the erring janitor or the *AGENCY* or both.

16. Prompt Payment of Salary and Benefits – The *AGENCY* shall promptly pay its personnel, the wages and other mandatory benefits due them in accordance with labor standards law, orders, rules, and regulations. In addition, the *AGENCY* shall promptly remit to the proper government agencies the required contributions affecting the janitors such as Social Security System, Pag-ibig, Philhealth and such other contributions or premiums or loan payments as mandated by law. The *AGENCY* shall be required to submit to the *UNIVERSITY* a document showing the remittance to SSS, Phihealth and Pag-ibig contributions, on a monthly basis.

17. Billing Documents – As a precondition for any payment by the *UNIVERSITY* to the *AGENCY*, the latter shall submit the official certification from the appropriate government institutions concerned that the *AGENCY* has duly paid the employer's share for contributions like SSS, Pag-ibig, Philhealth and such other benefits, premiums, or payments as the janitors are or may be entitled. Certifications from these government institutions shall be a quarterly requirement and shall be considered as billing documents and therefore prerequisite to payment.