

Request for Appointment of Contractual Employees
For Research and Extension Projects

VISAYAS STATE UNIVERSITY
Visca, Baybay City

Nov. 23, 2021

Dr. Edgardo E. Tulin
President, Visayas State University
Visca, Baybay City

Thru: **The Academic Personnel Board**

Dear Sir:

I wish to recommend the appointment ☐ new, ☒ renewal, ☐ reappointment of **Ms. Lucenita S. Estoy** as **Science Research Assistant** under **PRCRTC Funds "Development and Improvement of Process for the Production of Fermented Rootcrop-based Food & non food Product** by **Ms. Lisa I. Arce/Edgardo E. Tulin** with a salary of **NINETEEN THOUSAND FIVE HUNDRED NINETY THREE PESOS (P 19,593.00)** and **PERA & ACA of P 2,000.00** per month effective **January 1 – June 30, 2022** or subject to termination anytime due to lack of funds, etc.
(Asst.Dir./Dir., PhilRootcrops)

This is also to certify that the recommendee met the established qualification standard for the particular position and that the rules and regulations against nepotism are adhered to.

Statement of Duties and Responsibilities:

1. To assist the project leader in the conduct of food product development research;
2. To mass produce cassava cookies & other rootcrop based products;
3. To serve as Resource person during trainings & other extension activities;
4. To implement income generating projects on rootcrop-based products ;
5. To maintain the food processing laboratory.

Very truly yours,


LISA I. ARCE/EDGARDO E. TULIN
Asst.Dir./Director, PhilRootcrops

Certified Availability of
Appropriation/Allotment:

ALICIA M. FLORES
OIC, Budget Office

Personnel Clearance:

HONEY SOFIA V. COLIS
OIC, HRMO


Recommending Approval:


MARIA JULIET C. CENIZA
Vice Pres. for Res., Extn. & Innovation


APPROVED:


Endorsed:

Center Personnel Committee:


LISA I. ARCE
Member


DILBERTO O. FERRAREN
Member


ALAN B. LORETO
Member


MARLON M. TAMBIS
Member

EDGARDO E. TULIN
Chairman