



VISCA FOUNDATION FOR AGRICULTURAL AND RURAL DEVELOPMENT

Visayas State University

Visca, Baybay, Leyte

**Request for Appointment of Contractual Employee
For Research and Extension Projects**

March 31, 2022

The Executive Director
ViSCA FOUNDATION FOR AGRICULTURAL
AND RURAL DEVELOPMENT
Visayas State University
Visca, Baybay, Leyte

Thru: The Department Personnel Committee

I wish to recommend the renewal of appointment of Ms. KATTY E. RIFE as **Research Assistant** under **Project number 378** entitled; **Project Tarsier: A nature- based solution project for climate, biodiversity and people** with a monthly salary of **Eighteen Thousand Pesos (P18,000.00)** only, **ACA of ONE Thousand Pesos (P 1,000.00)** with SSS and PhilHealth and **PERA of One Thousand Pesos Only (P 1,000.00)** benefits per month effective **April 1, 2022 until December 31, 2022** or subject to termination anytime due to lack of funds, etc.

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. Collect data of the various research project activities;
2. Encode data from the field
3. Organize and analyze the data gathered;
4. Prepare and submit reports;
5. Perform other activities assigned by her immediate supervisor related to the project.

ARTURO E. PASA
Project Leader

Conforme:

KATTY E. RIFE
Research Assistant