



VISCA FOUNDATION FOR AGRICULTURAL AND RURAL DEVELOPMENT

Visayas State University

Visca, Baybay, Leyte

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

May 26, 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 appointment of **Mr. CHRISTIAN ULYSSES G. CAGASAN** as **Community Development 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)** with **ACA of ONE Thousand Pesos (P1,000.00)** with SSS and PhilHealth and **PERA of One Thousand Pesos Only (P 1,000.00)** benefits per month effective **June 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. Provide documentation services to workshops, interviews, focus group discussion and other field activities of the project.
2. Assist in the implementation, data gathering, and analysis of various research activities of the projects;
3. Perform other functions as may be assigned by the supervisor.

ARTURO E. PASA
In-Country Project Leader

Conforme:

CHRISTIAN ULYSSES G. CAGASAN
Community Development Assistant
Noted by:

Endorsed by:



Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No. 22-00119

Department Personnel Committee DFS

MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

TEOFANES A. PATINDOL

Member

Certified funds available:

RENEZITA S. COME

Member

MANUEL B. UY-OCO JR.

Accountant

ANATOLIO N. POLINAR

Chairman & DFS Head

Approved:

PACIENCIA P. MILAN

Executive Director, ViFARD