



**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 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 **Mr. CRISANTO V. SOLANO** as **Full time Driver II** under under **Project number 378 entitled; Project Tarsier: A nature- based solution project for climate, biodiversity and people** with a monthly salary of **Sixteen Thousand Pesos (P16,000.00)** only, **ACA of One Thousand Pesos (P1,000.00)** with SSS and PhilHealth and **PERA of One Thousand Pesos (1,000.00)** only 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. Assist in the research field work activities including the establishment of field trial study;
2. Serve as a driver for project related activities;
3. Assist in the reproduction and distribution of extension materials;
4. Perform other jobs related to project operations as assigned by his immediate supervisor.

**ARTURO E. PASA**

In-Country Project Leader

Conforme:

**CRISANTO V. SOLANO**

Driver II

Noted by:

**MARIA JULIET C. CENIZA**  
VP for Research, Extension and Innovation

Certified funds available:

**MANUEL B. UY-OCO JR.**  
Accountant

Approved:

**PACIENCIA P. MILAN**  
Executive Director, ViFARD

Endorsed by:  
Department Personnel Committee DFS

**TEOFANES A. PATINDOL**  
Member

**RENEZITA S. COME**  
Member

**ANATOLIO N. POLINAR**  
Chairman & DFS Head