



VISAYAS
STATE UNIVERSITY



**NATIONAL COCONUT
RESEARCH CENTER-VISAYAS**

Visca, Baybay City, Leyte, PHILIPPINES

Telephone: 053-525-0277

Email: nrcr-v@vsu.edu.ph

Website: www.vsu.edu.ph

**Request for Appointment of Contractual Employees for
Research and Extension Project**

November 23, 2021

The President
VSU, Visca
Baybay City, Leyte

Thru: The Academic Personnel Board

Sir:

I wish to recommend the appointment [] new, [x] **renewal**, [] reappointment of **Ms. Jerrel Ann L. Lagitao** as **Science Research Assistant** of the Varietal Improvement Section with Code No. **NCRC.OC.211.01** with salary of **NINETEEN THOUSAND FIVE HUNDRED NINETY THREE PESOS ONLY (19,593.00)** and ACA of **P 500.00 + PERA P 500.00** and Additional Compensation Allowance of **P 1,000.00** per month effective **January 1, 2022 until June 30, 2022** or subject to termination anytime due to lack of funds.

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

Statement of duties and responsibilities:

- 1) **Assist the project/study leaders in the implementation of Research, Development, Extension and Production activities of the section;**
- 2) **Supervise the laborers in implementing the activities of the section;**
- 3) **Gather data, analyze and prepare reports; and**
- 4) **Does other activities as requested by the supervisors.**

Availability of Appropriation Funds:

Very truly yours,

JEDI JOY B. MAHILUM
Section Head

ALICIA M. FLORES
OIC-Head, Budget Office

Enclosed
Center/Department Personnel Committee

Personnel Clearance

HONEY SOFIA V. COLIS
OIC-Director, ODHRM

JOVANNEMAR P. ANIRE
Study Leader
Member

Recommending Approval:

MARIO E. BALIAD
Sabbatical Leave
Member

MARIA JULIET C. CENIZA
Vice President for Research, Extension
and Innovation

CRISLIN S. CRUZ
Member

EUTQUIO E. SUDARIA
Member

Approved:

EDGARDO E. TULIN
President

MARISEL A. LEORNA
Chairman