



VISCA FOUNDATION FOR AGRICULTURAL AND RURAL DEVELOPMENT  
Visayas State University  
Visca, Baybay, Leyte

Request for Appointment of Contractual Employee  
For Research and Extension Projects

January 23, 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. NENIO O. GOMEZ** as **Full time Driver** under **Enhancing Livelihoods through Forest and Landscape Restoration** funded by **ACIAR (ASEM/2016/103)** with a monthly salary of **Eight Thousand Pesos (P 8,000.00)** only, **ACA** of **One Thousand Pesos (P 1,000.00)** with SSS and PhilHealth and **PERA** of **One Thousand Pesos (1,000.00)** only benefits per month effective **January 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. Serve as a driver for project related activities;
2. Assist in the research field work activities including the establishment of field trial study;
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**  
Project Leader