



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

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

February 11, 2022

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

**Thru:** The Department Personnel Committee

I wish to recommend the renewal of appointment of **Ms. RESSA BELMORES** as **Full time Research Aide** under **Enhancing Livelihoods through Forest and Landscape Restoration** funded by **ACIAR (ASEM/2016/103)** with a monthly salary of **Thirteen Thousand Pesos (P 11,000.00)** only, **ACA of One Thousand Pesos (P 1,000.00)** with **SSS** and **PhilHealth** and **PERA of One Thousand Pesos Only (1,000.00)** benefits per month effective **February 16, 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 related to the nutrient cycling experiment;
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