



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

Request for Appointment of Contractual Employee
For Research and Extension Projects

June 1, 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 appointment of Mr. DEVONE G. BARADILLO as Full time Research Aide under Project Number 363 entitled Enhancing Livelihoods through Forest and Landscape Restoration funded by ACIAR (ASEM/2016/103) with a monthly salary of Thirteen thousand (P 13, 000.00) only and ACA of ONE Thousand Pesos (P 1,000.00) only PERA of ONE THOUSAND PESOS (P 1, 000.00) with SSS and PhilHealth 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. Develop project manuals, leaflets, IEC materials and related documents;
2. Provide documentation services to workshops, interviews, focus group discussion and other field activities of the Project;
3. Assist in the implementation, data gathering, and analysis of various research activities of the project.
4. Perform other functions as may be assigned by the supervisor.


ARTURO E. PASA
Project Leader