



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

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

April 5, 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. **DEVONE G. BARADILLO** as **Full time Research Aide** under **Enhancing Livelihoods through Forest and Landscape Restoration funded by ACIAR (ASEM/2016/103)** with a monthly salary of **ELEVEN THOUSAND FIVE HUNDRED Pesos (P 13,000.00)** with **ACA of One Thousand Pesos (P 1,000.00)** with **SSS and PhilHealth and PERA of One Thousand Pesos (1,000.00)** per month effective **April 5, 2022** until **September 30, 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 projects;
4. Perform other functions as may be assigned by the supervisor.


ARTURO E. PASA
Project Leader