

Request for Appointment of Contractual Employees  
For Research and Extension Projects

**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City

Nov. 23, 2021

**Dr. Edgardo E. Tulin**  
President, Visayas State University  
Visca, Baybay City

Thru: **The Academic Personnel Board**

Dear Sir:

I wish to recommend the appointment [ ] new, [ x ] renewal, [ ] reappointment of **Mr. William A. Cruz** as **Science Research Assistant** under Project Code No. **PRCRTC Proj. 075** entitled, **"Varietal Improvement of Cassava"** by **Ms. Lisa I. Arce** with a salary of **NINETEEN THOUSAND FIVE HUNDRED NINETY THREE PESOS (P 19,593.00)** and **PERA & ACA of P 2,000.00** per month effective **January 1 – June 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. To set up hybridization plots and do hybridization of cassava;
2. To assist in the evaluation of progenies from single plot to NCT trials;
3. To set up experiments related to the propagation of new genotypes and associated cultural management practices;
4. To organize and analyze data and prepare organized data for NSIC reports;
5. To make quarterly, semi-annual and annual reports and annual-inhouse-review reports;
6. To prepare the purchase of field supplies and monitor the stocks of materials needed or the experiment; and
7. To do other duties assigned by his supervisor.

Very truly yours,

**LISA I. ARCE**  
Project/Study Leader

Certified Availability of  
Appropriation/Allotment:

**ALICIA M. FLORES**  
OIC, Budget Office

Personnel Clearance:

**HONEY SOFIA V. COLIS**  
OIC, HRMO

Recommending Approval:

**MARIA JULIET C. CENIZA**  
Vice Pres. for Res., Extn. & Innovation

**APPROVED:**

**EDGARDO E. TULIN**

Endorsed:

Center Personnel Committee:

**LISA I. ARCE**  
Member

**DILBERTO O. FERRAREN**  
Member

**ALAN B. LORETO**  
Member

**MARLON M. TAMBIS**  
Member

**EDGARDO E. TULIN**  
Chairman