



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

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

March 31, 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 renewal of appointment of **Ms. NOVA SANTA L. PARCIA** as **Admin officer** under **Project number 378** entitled; **Project Tarsier: A nature- based solution project for climate, biodiversity and people** with a monthly salary of **Eighteen Thousand Pesos (P18,000.00)** only, **ACA of ONE Thousand Pesos (P 1,000.00)** with SSS and PhilHealth and **PERA of One Thousand Pesos Only (P 1,000.00)** benefits per month effective **April 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. Process travel, cash advances, liquidation and documents of the project
2. Schedule appointments and maintain calendars
3. Schedule and coordinate staff and other meetings
4. Create and maintain filings systems, both electronic and physical
5. Manage accounts and perform bookkeeping
6. Provide general support to project staff and research partners

ARTURO E. PASA
Project Leader