



**Request for Appointment of Contractual Employees
for Research, Extension, and Innovation Projects**

June 2, 2022

Dr. President
Visayas State University
Visca, Baybay City, Leyte

Thru: The Academic Personnel Board

Dear Sir:

I wish to recommend the appointment / / new, / X / renewal of **Ms. KIMBERLY V. CAINGCOY** as **SCIENCE RESEARCH ASSISTANT** under **OVPREI-ATR** headed by **Dr. Victor B. Asio** with a salary rate of **TWENTY THOUSAND FOUR HUNDRED TWO (P20, 402.00)**, **PERA** of **P500.00** and **ACA** of **P1, 500.00** per month effective **July 1, 2022** to **December 31, 2022** or subject to termination anytime due to lack of funds, etc.

This also certifies that the recommendee met the established qualification standard for the position and that the rules and regulations against nepotism are adhered to.

Statement of the Duties and Responsibilities:

1. Acts as Editorial Assistant of the Annals of Tropical Research Journal.
2. Assists the Editorial Board in the production of the ATR Journal (article review, proofreading, editing, presswork).
3. Assists in the maintenance of the ATR website (i.e., updating of journal information, uploading of issues, etc.)
4. Facilitates the day-to-day operations of the ATR office (i.e., local, and foreign correspondence, manage journal financial matters and subscriptions).
5. Assists in accreditation activities (ISO, AACCUP, RQAT) of the university.

VICTOR B. ASIO
Editor-in-Chief, ATR

Certified Availability of Appropriation/Allotment:

ALICIA M. FLORES
Head, Budget Office

Personnel Clearance.

HONEY SOFIA V. COLIS
OIC Director, ODHRM

Recommending Approval:

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

Approved:

EDGARDO E. TULIN
President

Endorsed:
Center/Department Personnel Committee:

ALAN B. LORETO
Member

ROSA OPHELIA D. VELARDE
Member

ANTONIO P. ABAMO
Member

MARIA JULIET C. CENIZA
Chairman