



VISCA FOUNDATION FOR AGRICULTURAL AND RURAL DEVELOPMENT

Visayas State University

Visca, Baybay, Leyte

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

January 23, 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. LADY LOVE O. TANGCAWAN** as **Full time Training and Extension Officer** under **Enhancing Livelihoods through Forest and Landscape Restoration** funded by **ACIAR (ASEM/2016/103)** with a monthly salary of **Eighteen Thousand Pesos (P18,000.00)** with **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 **February 1, 2022 to March 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. Provide documentation services to workshops, interviews, focus group discussion and other field activities of the project.
2. Assist in the implementation, data gathering, and analysis of various research activities of the projects;
3. Perform other functions as may be assigned by the supervisor.

ARTURO E. PASA
Project Leader