



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

July 28, 2025

Dr. Prose Ivy G. Yepes
VSU President
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Santiago T. Peña, Jr.
VP for REI


This is to recommend the appointment of **MS. SHAINA C. ARCILLAS**, as Research Assistant, of the CSIRO- Funded R&D Project, entitled: **"Agribusiness-Led Inclusive Value Chain Development for Smallholder Farming Systems in the Philippines (IVC Philippines)"** effective **August 1 - December 31, 2025, without honorarium**, with a monthly salary of **Php 15,000**, with no employee, employer relationship.

As the new research assistant, she is expected to perform the following responsibilities with appropriate workload unit equivalent:


- Assist the project leader and project staff in effectively carrying out the project's activities,
- Assist in organizing and managing fieldwork at project locations,
- Conduct fieldwork activities and data collections both secondary and primary data,
- Spearhead the market survey activities for food-safe vegetables with the data enumerators,
- Help in analyzing, writing, and consolidating of working papers and reports,
- Assist in submitting terminal reports and other deliverables,
- Facilitate and provide support for consultations with CSIRO personnel.

For any changes in the title, methodology, project site, and/or budget, approval should first be sought from the University President upon recommendation by the concerned College Dean, Center Director, Director for Research, and the Vice President for Research, Extension, and Innovation.

Very truly yours,


LEMUEL S. PRECIADOS
Project Leader

Conforme:


SHAINA C. ARCILLAS
Research Assistant

Certified funds available:


PACIENCIA P. MILAN
Executive Director, VIFARD



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