



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

Request for Appointment of Contractual Employee
For Research and Extension Projects

September 19, 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 **Mr. DON CARLO M. VALDEZ** as **Research Assistant** 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 **October 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. Collect data of the various research project activities;
2. Encode data from the field
3. Organize and analyze the data gathered;
4. Prepare and submit reports;
5. Perform other activities assigned by her immediate supervisor related to the project.

ARTURO E. PASA
In- Country Project Leader

Conforme:

DON CARLO M. VALDEZ

Research Assistant

Noted by:

Endorsed by:

Department Personnel Committee DFS

MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

TEOFANES A. PATINDOL

Member

Certified funds available:

RENEZITA S. COME

Member

MANUEL B. UY-OCO JR.

Accountant

ANATOLIO N. POLINAR

Chairman & DFS Head

Approved:

PACIENCIA P. MILAN

Executive Director, ViFARD