



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 City, Leyte

Thru: The Department Personnel Committee

I wish to recommend the appointment of Mr. ALBERTO GRIPO Jr. as **COMMUNITY ORGANIZER** under Project Number 363 entitled **Enhancing Livelihoods through Forest and Landscape Restoration** funded by ACIAR (ASEM/2016/103) with a monthly salary of **Eleven Thousand Pesos (P 11, 000.00)** only and ACA of **ONE Thousand Pesos (P 1,000.00)** only PERA of **ONE THOUSAND PESOS (P 1, 000.00)** with SSS and PhilHealth benefits per month effective **February 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:

The duties of the CO are:

1. Liaise with diplomacy and tact with Peoples Organizations and government officials in a manner which promotes the vision of ACIAR and VSU and enables timely and efficient initiation, day-to-day management and monitoring of research activities within communities;
2. Collect research-quality biophysical and socio-economic data and undertake basic data analysis for statistical purposes;
3. Undertake Geographic Information System mapping, as required;
4. Provide timely, comprehensive and accurate reports, as requested by supervising researchers;
5. Act in accord with supervisors' instructions relating to Workplace Health and Safety and VSU financial regulations;
6. Provide practical advice and assistance to visiting researchers;
7. Advise visiting researchers of cultural and security issues which may affect their work;