



VISAYAS
STATE UNIVERSITY

ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

June 10, 2024

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

Thru: **Dr. Elwin Jay V. Yu, MD**
Vice President for Administration and
Finance NAPB Chairman

Dear **Dr. Yepes**:

Greetings!

I am writing to formally request the establishment of a plantilla position for the Farm Worker at Eco-FARMI's Demonstration Farm.

Since the establishment of Eco-FARMI, the institution has maintained its farm to supervise and develop. The Farm Worker position is crucial to the Demo Farm at Eco-FARMI, overseeing the entire farm area. Over the years, it has become clear that a regular item position for a farm worker is essential to maintaining the person in charge. Farm workers are vital for the successful operation of the farm and the production of food and other agricultural products and activities.

A farm worker at our farm plays a pivotal role, with duties and responsibilities including maintaining the cleanliness of the area, taking care of livestock, crops, and other farm animals, and ensuring the security and compliance of farm equipment, materials, facilities, and resources. Additionally, farm workers perform general farm activities such as planting, harvesting, cultivating, monitoring, and other related tasks. Establishing this position as a permanent regular status would be highly beneficial to the Eco-FARMI, as it would ensure the retention of well-trained personnel who manage the farm and reduce the need to seek other regular positions externally.

Moreover, with the possible opportunity presented by the Revised Organizational Structure and Staffing Standards (ROSS) in the Philippine government, it is evident that the request for the regularization of the item for a Farm Worker is relevant. This could further elaborate on the significance of assigning personnel to the position for improved efficiency and effectiveness.

I look forward to your favorable response to this request.

Thank you for your utmost support and consideration.



**ECO-FARM AND RESOURCE MANAGEMENT
INSTITUTE**

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Respectfully yours,


JEROME O. ARRIBADO
Director, Eco-FARMI

Recommending Approval:

ELWIN JAY V. YU
Vice President for Administration and Finance NAPB Chairman

Approved:

PROSE IVY G. YEPES
University President