

January 4, 2022

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Tulin:

This is to recommend the appointment of **Ms. Louella C. Ampac** to act as Project Staff (L2) under the "Accelerated Science and Technology Human Resource Development Program (ASTHRDP)" effective January 4, 2022 to December 31, 2022. As a Project Staff (L2), **Ms. Ampac** shall be entitled with a monthly honorarium of Six Thousand Pesos Only (Php 6,000.00) charged to DOST-ASTHRDP (101T 20201050-10.6.7).

**Ms. Ampac** shall perform the following duties and responsibilities:

1. Maintain all ASTHRDP scholars' financial records at Visayas State University;
2. Take charge of the overall financial management of the ASTHRDP project;
3. Prepare all financial reports of the ASTHRDP project;
4. Secure a copy of paid documents from cash division office;
5. Warrant the verification of the financial report by the resident COA; and
6. Do related work assigned as deemed necessary from time to time.

Very truly yours,

**VICTOR B. ASIO**  
Project Leader, ASTHRDP-NSC

Conforme:

Recommending Approval:

**LOUELLA C. AMPAC**  
Project Staff

**VICTOR B. ASIO**  
Dean, College of Agriculture and Food Science

**BEATRIZ S. BELONIAS**  
Vice-Pres. for Academic Affairs

Certified Funds Available:

Approved: