



**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 12, 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 **Ms. MARIA DIVINA GRACIA BEDICO** as **Full time Research Assistant** under **Enhancing Livelihoods through Forest and Landscape Restoration funded by ACIAR (ASEM/2016/103)** with a monthly salary of **Thirteen Thousand Pesos (P13,000.00)** only, **ACA of One Thousand Pesos (P 1,000.00)** with SSS and PhilHealth and **PERA of One Thousand Pesos Only (1,000.00)** benefits per month effective **September 16, 2022 until March 31, 2023** 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 related to the nutrient cycling experiment;
2. Analyse soil, water, and biomass sample;
3. Encode data from the field;
4. Organize and analyze the data gathered;
5. Prepare and submit reports;
6. Perform other activities assigned by her immediate supervisor related to the project.

**ARTURO E. PASA**

Project Leader

Conforme:

**MARIA DIVINA GRACIA BEDICO**

Research Assistant

Noted by:

**MARIA JULIET C. CENIZA**  
VP for Research, Extension and Innovation

Certified funds available:

**MANUEL B. UY-OCO JR.**  
Accountant

Approved:

**PACIENCIA P. MILAN**  
Executive Director, ViFARD

Endorsed by:  
Department Personnel Committee DFS

**TEOFANES A. PATINDOL**  
Member

**RENEZITA S. COME**  
Member

**ANATOLIO N. POLINAR**  
Chairman & DFS Head