



**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  
VSU, Visca, Baybay, Leyte

Thru: The Department Personnel Committee

I wish to recommend the renewal of appointment of **NINO O. GOMEZ** as **Full time Driver** under **Enhancing Livelihoods through Forest and Landscape Restoration** funded by **ACIAR (ASEM/2016/103)** with a monthly salary of **Eight Thousand Pesos (P 8,000.00)** only, **ACA of One Thousand Pesos (P 1,000.00)** with SSS and PhilHealth and **PERA of One Thousand Pesos (1,000.00)** only 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:**

1. Serve as a driver for project related activities;
2. Assist in the research field work activities including the establishment of field trial study;
3. Assist in the reproduction and distribution of extension materials;
4. Perform other jobs related to project operations as assigned by his immediate supervisor.

  
**ARTURO E. PASA**  
Program Leader

Conforme:

**NINO O. GOMEZ**  
Driver



Management  
Systems  
ISO 9001:2015  
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ID 11000000000000000000

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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