



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF FOREST SCIENCE**

College of Forestry and Environmental Science  
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**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 appointment of **LADY LOVE O. TANGCAWAN** as **Full time Research Aide** under **Enhancing Livelihoods through Forest and Landscape Restoration** funded by **ACIAR (ASEM/2016/103)** with a monthly salary of **ELEVEN THOUSAND FIVE HUNDRED Pesos (P 11,500.00)** with **ACA of One Thousand Pesos (P 1,000.00)** with **SSS and PhilHealth** and **PERA of One Thousand Pesos (1,000.00)** per month effective **January 1 - 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. Provide documentation services to workshops, interviews, focus group discussion and other field activities of the Project;
2. Assist in the implementation, data gathering, and analysis of various research activities of the projects;
3. Perform other functions as may be assigned by the supervisor.

  
**ARTURO E. PASA**  
Project Leader



**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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