



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF FOREST 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
Visayas State University
Visca, Baybay, Leyte

Thru: The Department Personnel Committee

I wish to recommend the renewal of appointment of **Ms. NOVA SANTA L. PARCIA** as **Full time Admin/Field Staff** under **Enhancing Livelihoods through Forest and Landscape Restoration** funded by **ACIAR (ASEM/2016/103)** with a monthly salary of **Eighteen Thousand Pesos (P18,000.00)** only, **ACA of ONE Thousand Pesos (P 1,000.00)** with **SSS** and **PhilHealth** and **PERA of One Thousand Pesos Only (P 1,000.00)** benefits per month effective **February 1, 2022 to March 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. Collect data related to the nutrient cycling experiment;
2. Encode data from the field
3. Organize and analyze the data gathered;
4. Prepare and submit reports;
5. Perform other activities assigned by her immediate supervisor related to the project.

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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