



**VISCA FOUNDATION FOR AGRICULTURAL AND RURAL DEVELOPMENT**

Visayas State University

Visca, Baybay, Leyte

**Request for Appointment of Contractual Employee  
For Research and Extension Projects**

May 25, 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. KATTY E. RIFE** as **Research Assistant** under **Project number 378 entitled; Project Tarsier: A nature- based solution project for climate, biodiversity and people** with a monthly salary of **Twenty- Three Thousand Pesos (P21,000.00)** 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 **June 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. Collect data of the various research project activities;
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**

In- Country Project Leader

Conforme:

**KATTY E. RIFE**

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