



VISAYAS
STATE UNIVERSITY



**NATIONAL COCONUT
RESEARCH CENTER-VISAYAS**

Visca, Baybay City, Leyte, PHILIPPINES

Telephone: 053-525-0277

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Website: www.vsu.edu.ph

**Request for Appointment of Contractual Employees for
Research and Extension Project**

November 23, 2021

The President
VSU, Visca
Baybay City, Leyte

Thru: The Academic Personnel Board

Sir:

I wish to recommend the appointment [] new, [x] renewal, [] reappointment of **MS. EDRALIN M. MALASAGA** as **Science Research Assistant** of the **Farming Systems Section** with **Code No. NCRC.OC.211.03** with salary of **NINETEEN THOUSAND FIVE HUNDRED NINETY THREE PESOS ONLY (19,593.00)** and **ACA of ₱ 500.00 + PERA ₱ 500.00** and **Additional Compensation Allowance of ₱ 1,000.00** per month effective **January 1, 2022 until June 30, 2022** or subject to termination anytime due to lack of funds.

This is also to certify that the recommendee met the established qualification standard for the particular position and the rules and regulations against nepotism are adhered to.

Statement of duties and responsibilities:

- 1) **Assist the project/study leaders in the implementation of Research Development, Extension and Production activities of the section**
- 2) **Supervise the laborers in implementing the activities of the section**
- 3) **Gather data, analyze and prepare reports;**
- 4) **Do laboratory analysis;**
- 5) **Take charge in the production of Biological Control Agent (Parasitoids) for coconut pest (*Brontispa longissima*); and**
- 6) **Take charge of on-campus and off-campus techno products exhibits**
- 7) **Does other activities as requested by the supervisors and the university.**

Availability of Appropriation Funds:

ALICIA M. FLORES
OIC-Head, Budget Office

Very truly yours,

CRISLIN B. CRUZ
OIC-Section Head

Personnel Clearance

HONEY SOFIA V. COLIS
OIC-Director, ODHRM

Recommending Approval:

MARIA JULIET C. CENIZA
Vice President for Research, Extension
and Innovation

Approved:

EDGARDO E. TULIN
President

Enclosed
Center/Department Personnel Committee

JOVANNEMAR P. ANIRE
Study Leader
Member

MARIO E. BALIAD
Sabbatical Leave
Member

CRISLIN B. CRUZ
Member

EUTIQUIO E. SUDARIA
Member

MARISSEL A. LEORNA
Chairman