



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF FOREST SCIENCE

College of Forestry and Environmental Science
Visca, Baybay City, Leyte PHILIPPINES
Phone: 563-7552 local 1026
Email: cfes@vsu.edu.ph
Website: www.vsu.edu.ph

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 **ALBERTO GRIPO Jr.** as **COMMUNITY ORGANIZER** under **Project Number 363** entitled **Enhancing Livelihoods through Forest and Landscape Restoration** funded by **ACIAR (ASEM/2016/103)** with a monthly salary of **Eleven Thousand Pesos (P 11, 000.00)** only and **ACA** of **ONE Thousand Pesos (P 1,000.00)** only **PERA** of **ONE THOUSAND PESOS (P 1, 000.00)** with **SSS** and **PhilHealth** 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:

The duties of the CO are

1. Liaise with diplomacy and tact with Peoples Organizations and government officials in a manner which promotes the vision of ACIAR and VSU and enables timely and efficient initiation, day-to-day management and monitoring of research activities within communities;



Management
System
ISO 9001:2015
CERTIFIED
ID: 310502198

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.

Page 1 of 3
FM-VSU-03
v0 05-04-2020

No. **22-0020**