



VISAYAS
STATE UNIVERSITY

ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

June 11, 2025

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Yepes**:

We would like to recommend the renewal of appointment of **Mr. REYNANTE G. MACAPANAS** as Science Research Assistant of the project entitled "Vermicompost and Vermimeal Production Program [NV²P²]" with a salary rate of Twenty-two Thousand Two Hundred Nineteen Pesos (P 22, 219.00); PERA of P1000.00 and ACA of P1,000.00 per month charged to **Vermi 010.07 A.III.C (PS)** effective July 1, 2025 to December 31, 2025 or subject to termination anytime due to lack of funds, etc.

This also certifies 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. Creates and conducts research on yield comparison of selected vegetables using inorganic fertilizers and vermicast;
2. Maintains vermiworm collection and mass propagation of vermicast for enterprise enhancement;
3. Supervises field laborers;
4. Prepares monthly reports; and
5. Performs other functions as assigned by the project leader.

Very truly yours,

Eco-FARMI Personnel Committee:


JEROME O. ARRIBADO
Chairman


MAREJEN A. VILLAREMO
Member


WARREN L. OBEDA
Member



ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

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No. **74PM-75-25**



**CONTRACT OF SERVICES
(Renewal of Casual Appointment)**

KNOW ALL MEN BY THESE PRESENTS:

This contract is made and entered into by and between:

THE VISAYAS STATE UNIVERSITY (VSU), an institution of higher learning established under Pres. Decree No. 470 as amended by Pres. Decree No. 700, and converted into state university by virtue of R.A. 9158 and 9437, with principal office at Visca, Baybay City, Leyte, Philippines duly represented by the University President, **DR. PROSE IVY G. YEPES**, hereinafter referred to as the **FIRST PARTY**,

-and-

REYNANTE G. MACAPANAS, of legal age, single, a Filipino with residence address at Barangay Guadalupe, Baybay City, Leyte hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the FIRST PARTY is engaged not only in instruction but also in research and extension;

WHEREAS, the FIRST PARTY is a grantee of research funds from other government agencies such as PCARRD, DA and other private institutions;

WHEREAS, the FIRST PARTY is in need of personnel who possess the necessary technical know-how in the field of agricultural research to conduct researches or assist the researchers in the conduct of research activities;

WHEREAS, the SECOND PARTY possesses the required technical know-how in agricultural research and willing to participate in any research and development activities:

NOW, THEREFORE, premises considered, the parties hereto have hereunto agreed on the following terms and conditions to wit;

The FIRST PARTY hereby employs the services of the SECOND PARTY as Science Research Assistant of the Eco-FARMI effective July 1, 2025 to December 31, 2025 at the rate of P22, 219.00/month with the following duties and responsibilities:

- Creates and conducts research on yield comparison of selected vegetables using inorganic fertilizers and vermicast;
- Maintains vermiworm collection and mass propagation of vermicast for enterprise enhancement;
- Supervises field laborers;
- Prepares monthly reports; and
- Performs other functions as assigned by the project leader.

That for and in consideration of the services of the SECOND PARTY, the FIRST PARTY binds itself to pay the former a total amount of **ONE HUNDRED FORTY-FIVE THOUSAND THREE HUNDRED FOURTEEN PESOS (P145, 314)** only representing salary including PERA (₱ 1000.00) & ACA (₱ 1,000.00) and ADDITIONAL COMPENSATION ALLOWANCE FOR 6 months, payable at least twice a month at VSU, VISCA, Baybay City, Leyte upon presentation of daily time record duly attested by the representative of the FIRST PARTY;

That the SECOND PARTY authorizes the FIRST PARTY to deduct from the former's monthly salary the amount corresponding to contribution to GSIS, PhilHealth and BAC IBIG