



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 **Mr. ROGELIO L. TRIPOLI** as **Project Implementation Officer** under **Project number 378** entitled; **Project Tarsier: A nature-based solution project for climate, biodiversity and people** with a monthly salary of Thirty five thousand pesos (**P33,000.00**) only and **ACA** of **ONE Thousand Pesos (P 1,000.00)** only and **PERA** of **ONE THOUSAND PESOS (P 1, 000.00)** with SSS and PhilHealth 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. Conduct meetings and capacity building activities with people's organization, partner communities and local government units in relation with project objectives.
2. Guide partner communities and PO's in high quality seedling production, plantation, establishment and maintenance and protection.
3. Mobilize communities and PO's to actively perform their responsibilities towards achieving project objectives.
4. Conduct monitoring evaluation and verification of plantation that seedlings are planted as expected.
5. Prepare reports to be submitted to the project officer.
6. Do other task that may be required by higher authorities.

ARTURO E. PASA
In- Country Project Leader

Conforme:

ROGELIO L. TRIPOLI
Project Implementation Officer

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