



VISCA FOUNDATION FOR AGRICULTURAL AND RURAL DEVELOPMENT

Visayas State University

Visca, Baybay, Leyte

Request for Appointment of Contractual Employee
For Research and Extension Projects

August 31, 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 appointment of **Mr. EDGARDO CUGAL** as **Community Development Officer** under **Project number 378 entitled; Project Tarsier: A nature-based solution project for climate, biodiversity and people** with a monthly salary of Twenty Eight Thousand Pesos (**P28,000.00**) 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 **September 1, 2022** until **January 31, 2023** 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. Drive project vehicles as necessary; and
7. Do other task that may be required by higher authorities.

ARTURO E. PASA

In-Country Project Leader

Conforme:

EDGARDO CUGAL
Community Development Officer

Noted by:

Endorsed by:
Department Personnel Committee DFS

MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation

TEOFANES A. PATINDOL
Member

Certified funds available:

RENEZITA S. COME
Member

MANUEL B. UY-OCO JR.
Accountant

ANATOLIO N. POLINAR
Chairman & DFS Head

Approved:

PACIENCIA P. MILAN
Executive Director, ViFARD