



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
Visayas State University
Visca, Baybay, Leyte

Thru: The Department Personnel Committee

I wish to recommend the appointment of **Mr. RAYMUND V. MOCA** as **Community Development Officer** under **Project Number 363** entitled **Enhancing Livelihoods through Forest and Landscape Restoration** funded by **ACIAR (ASEM/2016/103)** with a monthly salary of **Twenty Eight Thousand Pesos (P 28,000.00)** 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 **January 16, 2022** until **March 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 that may be required by higher authorities.

ARTURO E. PASA
Project Leader