



VISCA FOUNDATION FOR AGRICULTURAL AND RURAL DEVELOPMENT
Visayas State University
Visca, Baybay, Leyte

**Request for Appointment of Contractual Employee
For Research and Extension Projects**

June 15, 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. JOEL Q. NAYRE** as **Full time Driver** under **Enhancing Livelihoods through Forest and Landscape Restoration funded by ACIAR (ASEM/2016/103)** with a monthly salary of **Ten thousand Pesos (P10,000.00)** only, **ACA of One Thousand Pesos (P1,000.00)** with SSS and PhilHealth and **PERA of One Thousand Pesos (1,000.00)** only benefits per month effective **June 16, 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. Serve as a driver for project related activities;
2. Assist in the research field work activities including the establishment of field trial study;
3. Assist in the reproduction and distribution of extension materials;
4. Perform other jobs related to project operations as assigned by his immediate supervisor.


ARTURO E. PASA
Project Leader

Conforme:


JOEL Q. NAYRE
Driver