



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 6, 2022

The Executive Director  
VISCA FOUNDATION FOR AGRICULTURAL  
AND RURAL DEVELOPMENT  
Visayas State University  
Visca, Baybay City, Leyte

Thru: The Department Personnel Committee

I wish to recommend the appointment of **Mr. JEROME A. RANIN** as **COMMUNITY ORGANIZER** under **Project Number 363** entitled **Enhancing Livelihoods through Forest and Landscape Restoration funded by ACIAR (ASEM/2016/103)** with a monthly salary of **Eleven Thousand Pesos (P13,000.00)** only and **ACA of ONE Thousand Pesos (P1,000.00)** only **PERA of ONE THOUSAND PESOS ( ₱ 1,000.00 )** with SSS and PhilHealth benefits per month effective **June 1, 2022** until **August 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:

The duties of the CO are:

1. Liaise with diplomacy and tact with Peoples Organizations and government officials in a manner which promotes the vision of ACIAR and VSU and enables timely and efficient initiation, day-to-day management and monitoring of research activities within communities;
2. Collect research-quality biophysical and socio-economic data and undertake basic data analysis for statistical purposes;
3. Undertake Geographic Information System mapping, as required;
4. Provide timely, comprehensive and accurate reports, as requested by supervising researchers;
5. Act in accord with supervisors' instructions relating to Workplace Health and Safety and VSU financial regulations;
6. Provide practical advice and assistance to visiting researchers;

7. Advise visiting researchers of cultural and security issues which may affect their work;
8. Maintain softcopy and hardcopy records of a standard which, in the event of the incumbent CO leaving this position, will enable a replacement CO to take over management of research activities.
9. Represent ACIAR at workshops and conferences.

The conditions of employment are:

The position of CO entails special duties and responsibilities.

1. The position has no set working hours. Out-of-hours work is part of the job;
2. No overtime will be paid for out-of-hours work, but time off in lieu will be granted, subject to negotiation with the CO's supervisor;
3. The CO may incur out-of-pocket expenses which will be reimbursed, subject to approval by the CO's supervisor.

**ARTURO E. PASA**

Project Leader

Conforme:

**JEROME A. RANIN**

Community Organizer

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