



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 City, Leyte

**Thru:** The Department Personnel Committee

I wish to recommend the appointment of **Ms. EDERLYN PASTORIL** as **Administrative Assistant** under **Project number 378 entitled; Project Tarsier: A nature- based solution project for climate, biodiversity and people** with a monthly salary of **Fifteen thousand (P13,000.00)** which includes **ACA of ONE Thousand Pesos (P 1,000.00)** with SSS and PhilHealth and **PERA of One Thousand Pesos Only (P 1,000.00)** 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. Assist in the establishment of field trial experiment;
2. Collect data related to the field experiment;
3. Encode data from the field
4. Organize and analyze the data gathered;
5. Prepare and submit reports;
6. Perform other activities assigned by her immediate supervisor related to the project.

**ARTURO E. PASA**  
In-Country Project Leader

Conforme:

**EDERLYN PASTORIL**  
Administrative Assistant

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