



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

Request for Appointment of Contractual Employee  
For Research and Extension Projects

September 9, 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. ART JAY CABALLERO** as **Full time utility/messenger** under **Project Number 363** entitled **Enhancing Livelihoods through Forest and Landscape Restoration funded by ACIAR (ASEM/2016/103)** with a monthly salary of **Eight Thousand Pesos (P 8, 000.00 )** only and **ACA of ONE Thousand Pesos (P 1,000.00)** only **PERA of ONE THOUSAND PESOS ( P 1, 000.00 )** with SSS and PhilHealth benefits per month effective **September 9, 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. Ensure proper documentation of activities by providing official receipts and other documents required for liquidation;
2. Maintain the cleanliness of the office;
3. Put on and off all lights before and after office hours;
4. Perform general office or clerical work such as filing of documents, operating office equipment, etc.
5. Purchase office supplies;
6. Assist in various project activities, including preparation of soil samples; and
7. Perform other activities assigned by her immediate supervisor related to the project.

**ARTURO E. PASA**  
Project Leader

Conforme:

**ART JAY CABALLERO**

Utility/Messenger

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