



**Request for Appointment of Contractual Employees  
for Research and Extension Projects**

December 1, 2021

**Dr. President**  
Visayas State University  
Visca, Baybay City, Leyte

**Thru: The Academic Personnel Board**


Dear Sir:

I wish to recommend the appointment / / new, / **X** / renewal of **Ms. KIMBERLY V. CAINGCOY** as **SCIENCE RESEARCH ASSISTANT** under **OVPREI-ATR** headed by **Dr. Victor B. Asio** with a salary rate of **NINETEEN THOUSAND FIVE HUNDRED NINETY THREE (P19, 593.00)**, **PERA** of **P500.00** and **ACA** of **P1, 500.00** per month effective **January 1, 2022** to **June 30, 2022** or subject to termination anytime due to lack of funds, etc.

This also certifies that the recommendee met the established qualification standard for the position and that the rules and regulations against nepotism are adhered to.

**Statement of the Duties and Responsibilities:**

1. Acts as Editorial Assistant of the Annals of Tropical Research Journal.
2. Assists the Editorial Board in the production of the ATR Journal (article review, proofreading, editing, presswork).
3. Assists in the maintenance of the ATR website (i.e., updating of journal information, uploading of issues, etc.)
4. Facilitates the day-to-day operations of the ATR office (i.e., local, and foreign correspondence, manage journal financial matters and subscriptions).
5. Assists in accreditation activities (ISO, AACCUP, RQAT) of the university.

  
**VICTOR B. ASIO**  
Editor-in-Chief, ATR

Certified Availability of Appropriation/Allotment:

**ALICIA M. FLORES**  
Head, Budget Office

Personnel Clearance.

**HONEY SOFIA V. COLIS**  
OIC Director, ODHRM

Recommending Approval:

**MARIA JULIET C. CENIZA**  
Vice President for Res., Extn & Innovation

Approved:

**EDGARDO E. TULIN**  
President

Endorsed:  
Center/Department Personnel Committee:

**ALAN B. LORETO**  
Member

**ROSA OPHELIA D. VELARDE**  
Member

**ANTONIO P. ABAMO**  
Member

**MARIA JULIET C. CENIZA**  
Chairman