



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 31, 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 renewal of appointment of **Mr. NENIO O. GOMEZ** as **Full time Driver I** under under **Project number 378 entitled; Project Tarsier: A nature- based solution project for climate, biodiversity and people** with a monthly salary of **Thirteen Thousand Pesos (P13,000.00)** 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 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 research field work activities including the establishment of field trial study;
2. Serve as a driver for project related activities;
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

In-Country Project Leader

Conforme:

NENIO O. GOMEZ

Driver I

Noted by:

MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation

Certified funds available:

MANUEL B. UY-OCO JR.
Accountant

Approved:

PACIENCIA P. MILAN
Executive Director, ViFARD

Endorsed by:
Department Personnel Committee DFS

TEOFANES A. PATINDOL
Member

RENEZITA S. COME
Member

ANATOLIO N. POLINAR
Chairman & DFS Head