



VISAYAS
STATE UNIVERSITY



**NATIONAL COCONUT
RESEARCH CENTER-VISAYAS**
Visca, Baybay City, Leyte, PHILIPPINES
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**Request for Appointment of Contractual Employees for
Research and Extension Project**

Nov. 23, 2021

The President
VSU, Visca
Baybay City, Leyte

Thru: The Academic Personnel Board

Sir:

I wish to recommend the appointment [] new, [x] renewal, [] reappointment of **MS. MARIA FARAH A. VISCARA** as **Science Aide** of the **Processing and Utilization for Food Section** Code No. **NCRC.OC.211.04** with salary of **FOURTEEN THOUSAND FOUR HUNDRED FOUR PESOS (14,400.00)** and ACA of **P 500.00 + PERA OF P 500.00** and Additional Compensation Allowance of **P 1,000.00** per month effective **January 1, 2021 until June 30, 2021** or subject to termination anytime due to lack of funds.

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

Statement of duties and responsibilities:

- 1) **Assist the project/study leaders in the implementation of Research Development, Extension and Production activities of the section**
- 2) **To supervise the laborers in implementing the activities of the section**
- 3) **Gather data, analyze and prepare reports; and**
- 4) **Does other activities as requested by the supervisors**

Very truly yours,

Availability of Appropriation Funds:

ALICIA M. FLORES
OIC-Head, Budget Office

Personnel Clearance

HONEY SOFIA V. COLIS
OIC-Director, ODHRM

Recommending Approval:

MARIA JULIET C. CENIZA
Vice President for Research, Extension
and Innovation

Approved:

EDGARDO E. TULIN
President

MARISEL A. LEORNA
Study Leader

MARIO E. BALIAD
Sabbatical Leave
Member

CRISLIN G. CRUZ
Member
Eutiquio E. Sudaria
EUTIQUIO E. SUDARIA
Member

MARISEL A. LEORNA
Chairman