



**VISAYAS**  
STATE UNIVERSITY



**NATIONAL COCONUT  
RESEARCH CENTER-VISAYAS**

Visca, Baybay City, Leyte, PHILIPPINES

Telephone: 053-525-0277

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Website: www.vsu.edu.ph

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

November 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 **MR. JEREMIAS S. VESTRA** as **Science Research Assistant** of the Production Section with Code No. **NCRC.OC.211.02** with salary of **NINETEEN THOUSAND FIVE HUNDRED NINETY THREE PESOS ONLY (19,593.00)** and ACA of **P 500.00 + PERA P 500.00** and Additional Compensation Allowance of **P 1,000.00** per month effective **January 1, 2022 until June 30, 2022** 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) **Supervise the laborers in implementing the activities of the section;**
- 3) **Gather data, analyze and prepare reports; and**
- 4) **Manage IGP Projects of the Center**
- 5) **Co-host of Lubi-Dabi Radio Program of DYDC FM**
- 6) **Does other activities as requested by the supervisors.**

Availability of Appropriation Funds:

Very truly yours,

**ALICIA M. FLORES**

OIC-Head, Budget Office

Section Head

Personnel Clearance

Enclosed

Center/Department Personnel Committee

**HONEY SOFIA V. COLIS**

OIC-Director, ODHRM

**JOAVANNEMAR P. ANIRE**

**Study Leader**

Member

Recommending Approval:

**MARIA JULIET C. CENIZA**

Vice President for Research & Extension

**MARIO E. BALIAD**

**Sabbatical Leave**

Member

Approved:

**CRISLING CRUZ**

Member

**EDGARDO E. TULIN**

President

**EUTIKUTO E. SUDARIA**

Member

**MARISEL A. LEORNA**

Chairman