



**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 20, 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 appointment of **Mr. MARGRAF VON JEAN ESLOPOR** as **Community Development Assistant** under **Project number 378 entitled; Project Tarsier: A nature- based solution project for climate, biodiversity and people** with a monthly salary of **Eighteen Thousand Pesos (P18,000.00)** with **ACA of ONE Thousand Pesos (P1,000.00)** with SSS and PhilHealth and **PERA of One Thousand Pesos Only (P 1,000.00)** benefits per month effective **September 26, 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. Provide documentation services to workshops, interviews, focus group discussion and other field activities of the project.
2. Assist in the implementation, data gathering, and analysis of various research activities of the projects;
3. Perform other functions as may be assigned by the supervisor.

**ARTURO E. PASA**  
In-Country Project Leader

Conforme:

**MARGRAF VON JEAN ESLOPOR**  
Community Development Assistant  
Noted by:

Endorsed by:



**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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**FM-VSU-03**  
v0 05-04-2020

No.

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