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**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 25, 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 **Ms. NOVA SANTA L. PARCIA** as **Administrative Officer** under **Project number 378** entitled; **Project Tarsier: A nature-based solution project for climate, biodiversity and people** with a monthly salary of **Fifteen thousand (P21,000.00)** which includes **ACA of ONE Thousand Pesos (P 1,000.00)** with SSS and PhilHealth and **PERA of One Thousand Pesos Only (P 1,000.00)** 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. Process travel, cash advances, liquidation and documents of the project;
2. Schedule appointments and maintain calendars;
3. Schedule and coordinate staff and other meetings;
4. Create and maintain filings systems, both electronic and physical;
5. Manage accounts and perform book keeping; and
6. Provide general support to project staff and research partners.

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

Conforme:

**NOVA SANTA L. PARCIA**

Administrative Officer

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