



VISCA FOUNDATION FOR AGRICULTURAL AND RURAL DEVELOPMENT
Visayas State University
Visca, Baybay, Leyte

Request for Appointment of Contractual Employee
For Research and Extension Projects

January 23, 2022

The Executive Director
VISCA FOUNDATION FOR AGRICULTURAL
AND RURAL DEVELOPMENT
Visayas State University
Visca, Baybay City, Leyte

Thru: The Department Personnel Committee

I wish to recommend the renewal of appointment of Ms. **KATTY E. RIFE** as **Full time Research Aide** under **Enhancing Livelihoods through Forest and Landscape Restoration** funded by **ACIAR (ASEM/2016/103)** with a monthly salary of **Thirteen Thousand Five Hundred Pesos (P 13, 500.00)** only, **ACA of One Thousand Pesos (P 1,000.00)** with **SSS and PhilHealth** and **PERA of One Thousand Pesos Only (1,000.00)** benefits per month effective **January 1-31, 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. Collect data related to the nutrient cycling experiment;
2. Encode data from the field;
3. Organize and analyze the data gathered;
4. Prepare and submit reports;
5. Perform other activities assigned by her immediate supervisor related to the project.

ARTURO E. PASA
Project Leader