



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF FOREST SCIENCE

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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**

January 23, 2022

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

Thru: The Department Personnel Committee

I wish to recommend the renewal of appointment of **Ms. RICHLEH MIE J. BIBIT** as **Full time Research Enumerator** 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 (1,000.00)** only benefits per month effective **January 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. Conduct field interviews in line with the socio-economic studies conducted by study leaders;
2. Encode data from the field/interviews conducted;
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