



**CERTIFICATE OF EMPLOYMENT**

To Whom It May Concern:

This is to certify that according to the records of this office, **Mr. Dheyvid C. Facundo** is contracted as **Science Research Assistant** on Job Order Status from May 10, 2021 up to June 30, 2022, then as **Technical Support** on Job Order Status from July 1, 2022 up to December 31, 2022 and as **Science Research Assistant** on Job Order Status from January 1, 2023 up to present.

This certification is issued upon the request of Mr. Facundo for employment purposes.

Issued on September 18, 2023 at VSU, Visca, City of Baybay, Leyte.

  
**JENNIFER E. ANDO**  
Head, RSPPRO *ae*

OR No. 7810507  
Date Issued: 09/14/2023



## CERTIFICATION

This is to certify that **Mr. Dheyvid C. Facundo** was employed in this office, Instruction and Evaluation Office as a Science Research Assistant on Job Order Status from January 1, 2023, up to the present under the project entitled "***Benchmarking and Capacity Needs Assessment Towards Developing VSU Into A National Green University***"

Listed below are the specific functions, duties, and responsibilities of a Science Research Assistant:

- Conduct literature reviews.
- Perform, collect, and analyze data on the project.
- Maintain accurate records of data, safeguarding the confidentiality of the results, as necessary.
- Summarize the results of the project.
- Provide ready access to all the data for the faculty researcher and/or project leader.
- Request supplies or equipment necessary for the project and manage inventory.
- Monitor the project budget.
- Manage and respond to project-related communications, as necessary.
- Prepare and manage training, webinars, and symposia.
- Attend project meetings, seminars, and trainings, as necessary.
- Prepare documents and reports for submission to the funding agency and collaborating agency.
- Prepare other articles, reports, and presentations related to the project.
- Perform other administrative tasks related to the project and under the office.

  
**MA. RACHEL KIM L. AURE**  
Director, Instruction and Evaluation  
Project Leader