



VISCA FOUNDATION FOR AGRICULTURAL AND RURAL DEVELOPMENT

Visayas State University

Visca, Baybay, Leyte

Request for Appointment of Contractual Employee  
For Research and Extension Projects

August 31, 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 of appointment of **Mr. Francis Rick E. Olitres** as **Research Aide** under **Project number 378 entitled; Project Tarsier: A nature- based solution project for climate, biodiversity and people** with a monthly salary of **Thirteen thousand (P13,000.00)** only, **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 **September 1, 2022 until January 31, 2023** 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 socio-economic and biophysical surveys;
2. Conduct interviews among key project respondents;
3. Encode and tabulate data for analysis; and
4. Do other tasks that higher authorities may require.

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

Conforme:

**FRANCIS RICK E. OLITRES**  
Research Aide



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