

June 11, 2025

Dr. Prose Ivy G. Yepes

President, VSU

Visca, Baybay, Leyte

Dear Ma'am:


I wish to recommend the appointment () new (✓) renewal () reappointment of Mr./Mrs/Miss **NELITA C. BORNIA**s as Science Research Assistant under the research project VVG. 012 (02) of the Dept. of Horticulture with MS. **GLORIA E. BANCALE** as Project Leader with a salary rate of TWENTY-THREE THOUSAND TWO HUNDRED TWENTY-SIX (23,226.00), PERA (500.00) AND ACA (1500.00) Per month effective July 1- December 31, 2025 or subject to termination anytime due to lack of funds, etc.

This is to Certify that the recommendee met the established qualification standard for the particular position and that rules and regulations against nepotism are adhered to:


Statements of duties and responsibilities:

1. Gather, compile and analyze data
2. Responsible in the care and maintenance of the research project
3. Make and submit periodic reports
4. Help supervise laborers
5. Do other routine works that may be assigned by the Project Leader

Very truly yours,


GLORIA E. BANCALE
Project Leader

Certified funds available:


ALICIA M. FLORES
Head, Budget Office

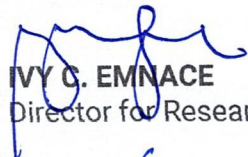
Personnel Clearance:



HONEY SOFIA V. COLIS
Director, HRMO

Endorsed: Dept. Personnel Committee


ALJAY D. VALIDA
Head, DOH/Chairman


Recommending Approval:

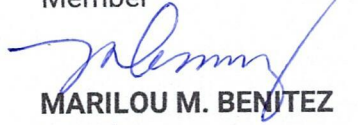

IVY C. EMNACE
Director for Research



SANTIAGO T. PEÑA JR.
VP for R&I

APPROVED:


PROSE IVY G. YEPES
University President


MARILYN M. BELARMINO
Member


MARILOU M. BENITEZ
Member


ROSARIO A. SALAS
Member


CATHERINE C. ARRADAZA
Member