

Request for Appointment of Contractual Employees
for Research and Extension Projects

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

January 18, 1993

Date

The President
Visayas State College of Agriculture
Baybay, Leyte

Thru: The Academic Personnel Board

Sir:

I wish to recommend the appointment ☐ new, ☐ renewal, ☒ reappointment
of Mr./Ms. Antonio Abano as Science Research Assistant
under Project Code No. (VEX.REX.51.25) VEX. 1403.14 entitled
Barangay Integrated Area Development Project
by Dr. Jose M. Alkuno, Jr.
(Project Study Leader)
with a salary rate of THREE THOUSAND FIVE HUNDRED PESOS & 40/100 (P 3,500.40)
and CLA of P per month effective February 1, 1993 until
May 31, 1993 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. To assist in coordinating ViSCA Extension Projects;
2. To coordinate with line agencies and local government units;
3. To assist in monitoring and documentation of the ViSCA extension proj.
in the pilot barangays.
4. To perform other functions that may be assigned by superiors.

Very truly yours,

JOSE M. ALKUNO, JR.
Project Study Leader

Certified Funds Available:

ROSARIO PAULO

Chief Accountant

Personnel Clearance:

TERESITA A. JAO-QUINANOLA
OIC, Personnel Office

Approved for the President:

ELISEO R. PONCE
Director of Research
and Extension

Endorsed:

Center/Department Personnel
Committee
CAMILO D. VILLANUEVA

Member
NERELITO P. PASCUAL

Member
RAMON S. LAGUNA

Member
LEONILAS PARRILLA

JOSE M. ALKUNO, JR.
Chairman

Note : Justification is needed if position/salary rate is increased.