

**Request for Appointment of Contractual Employees  
For Research and Extension Projects**

**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City

May 30, 2023

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Baybay City



**Thru: The Academic Personnel Board**

**Dear Sir:**

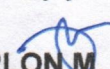
I wish to recommend the appointment ☐ new, ☒ **renewal**, ☐ reappointment of **Mr. Dale P. Loreto** as **Science Research Assistant** under **PRCRTC Funds** (Overhead Cost) "Development of a Graphic-Rich Rootcrops Germplasm Database System" by **Prof. Marlon M. Tambis / Dr. Edgardo E. Tulin** (Asst. Director/Director, PhilRootcrops) with a salary of **TWENTY-ONE THOUSAND TWO HUNDRED ELEVEN PESOS (P21,211.00)** and **PERA & ACA of P 2,000.00** per month effective **July 1 – December 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:**

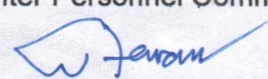
- To develop and maintain databases for PhilRootcrops germplasm collection, GIS mapping and other computerization works;
- To maintain and update the PhilRootcrops webpage;
- To maintain the PhilRootcrops computer units and other computer related equipment;
- To do other jobs that may be assigned by the direct supervisor and the Center Director.

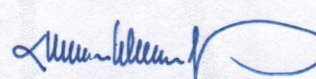
Very truly yours,

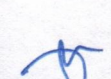
  
**MARLON M. TAMBIS**  
Asst. Director, PhilRootcrops

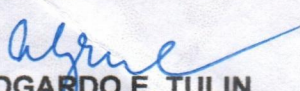
**Endorsed:**

**Center Personnel Committee:**

  
**DILBERTO O. FERRAREN**  
Member


  
**ALAN B. LORETO**  
Member

  
**MARLON M. TAMBIS**  
Member


  
**EDGARDO E. TULIN**  
Chairman



Certified Availability of Appropriation/Allotment:

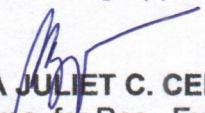
  
**ALICIA M. FLORES**  
OIC, Budget Office

Personnel Clearance:

  
**HONEY SOFIA V. COLIS**  
HRMO

*oic  
4/27/23*

Recommending Approval:

  
**MARIA JULIET C. CENIZA**  
Vice Pres. for Res., Extn. & Innovation

APPROVED:

  
**EDGARDO E. TULIN**  
President *oic 7/5/23*

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

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge  
and innovative technologies for sustainable communities and environment.