



January 1, 2022

**DR. EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City, Leyte

**Dear Dr. Tulin:**

The National Coconut Research Center-Visayas Personnel Committee would like to recommend the designation of **Mr. Jeremias S. Vestra** as Project Manager of NCRC-V Coconut Non-Food Products (project code: IGP 6.3) effective January 1, 2022 to December 31, 2022.

As Project Manager he shall perform the following duties and responsibilities with appropriate workload unit equivalent, to wit:

1. Daily remittance of collections, when applicable, especially when it reaches at least P 500.00
2. Submit detailed monthly project reports indicating the sales and expenses which shall include all the direct and indirect costs, and
3. Submit and present his accomplishment during the regular annual IGP Review indicating the problems encountered, solutions undertaken and plan of activities for the next period.

Moreover, the Committee recommends that Mr. J.S. Vestra shall be entitled to whatever privileges attached to his designated position as project manager.

Thank you.

Sincerely yours,

**MARISEL A. LEORNA**

Chairperson, Center Personnel Committee

*(On Sabbatical leave)*

**MARIO E. BALIAD**

Member

Conforme:

**JEREMIAS S. VESTRA**

SRA

**CRISLIN B. CRUZ**

Member

*(On Study Leave)*

**JOVANNIEMAR AÑIRE**

Member

Recommending Approval:

**DILBERTO O. FERRAREN**

VP for Planning, Resource Generation  
and Auxiliary Services & Chairman, BOM

Approved:

**EDGARDO E. TULIN**

President