



January 3, 2022

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

Thru: **Dr. Maria Juliet C. Ceniza**  
VP for REI

Dear **Dr. Tulin**:

This is to recommend the appointment of **Ms. Mikaela M. Gongora** as **Layout Artist** of the Project entitled "Enhancing the Development of Sweetpotato Food Value Chains in Central Luzon, Albay, Leyte and Samar and Linkaging with Related Industries Phase 2" with an honorarium in the amount of ONE THOUSAND FIVE HUNDRED PESOS (P1,500.00) per output effective January 3, 2022 to February 15, 2021 chargeable to **20201050-1.94** unless sooner terminated due to lack of funds.

As Layout Artist, she is expected to perform the following responsibilities:

1. Make and design the leaflets, learning guide brochures needed for the project
2. Make and edit the promotional and instructional videos of the vacuum fried processing and other products
3. Aide in facilitation and the documentation of the training

In case of any changes in the title, methodology, project site, and/or budget, the approval should first be sought from the University President upon recommendation by the concerned College Dean or Center Director and the Vice President for Research and Extension.

Very truly yours,

**DANIEL LESLIE S. TAN**  
Project Leader

Noted:

**LISA I. ARCE**  
Assistant Director

**EDGARDO E. TULIN**  
Director