



21 February, 2022

**Dr. MARIA JULIET C. CENIZA**

Vice President for Research, Extension & Innovation  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Ceniza:

This is to recommend the appointment of **Ms. Gina Delima** as **Study Leader** of **Study 1 – “Development of Disaster Warning Systems for Local Communities”** under the Project entitled **“Developing a Smart and Sustainable Disaster Risk Management Model for Eastern Visayas”** without an honorarium effective January 1, 2022 to December 31, 2022 chargeable to **VSU-1P-2021-8a** unless sooner terminated due to lack of funds.

As Study leader, she is entitled to appropriate workload units as prescribed in the Research Manual and is expected to perform the following responsibilities:

1. Conducts research activities to determine the disaster preparedness of the local communities integrating a gender lens.
2. Identifies and characterizes disaster risks of the target barangays combining local and science-based data.
3. Enhances the disaster risk reduction capacity of the partner barangays.
4. Assists the partner barangay in the development or enhancement of the Barangay Early Warning System and Evacuation Plan.
5. Assists the partner-barangays in the popularization and institutionalization of disaster risk reduction knowledge and the Early Warning System and Evacuation Plan.

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, Extension & Innovation.

Very truly yours,

  
**ANABELLA B. TULIN**  
Dean, Graduate School

Conforme:

**GINA DELIMA**  
Study Leader

Certified funds available:

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