



VISAYAS
STATE UNIVERSITY

ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

January 17, 2025

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Santiago T. Peña, Jr.**
VP for REI

Dear **Dr. Yepes**:

This is to recommend the appointment of **Mr. Jerome O. Arribado** as Project Leader of the VSU funded Extension Program entitled "**Participatory Eco-Farming Program for the Visayas**" without honorarium effective January 2, 2025 to December 31, 2025 chargeable to **TP.UF.09** unless sooner terminated due to lack of funds.

As Project Leader, he is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Takes responsibility in the over-all management of the project.
2. Supervise functions and responsibilities for the effective execution of all the extension project activities;
3. Submit quarterly progress reports to OVPREI;
4. Submit every 1st week of January of the succeeding year the annual extension report of accomplishment;
5. Present project results during the VSU Annual In-House Review;
6. Submit terminal report three (3) months after project termination.

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 Center Director and the Vice President for Research, Extension and Innovation.

Very truly yours,

CATHERINE C. ARRADAZA
Director for Extension



**ECO- FARM RESOURCES AND MANAGEMENT
INSTITUTE**
Visayas State University, PQWV+X76 Baybay City, Leyte
Email: ecofarmi@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1040



Management
System
ISO 9001:2015
www.tuv.com
ID 9108658749



Page 1 of 2
FM-VSU-03
V3 06-06-2024
No.