



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 **Dr. Daniel Leslie S. Tan** 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, he is entitled to appropriate workload units as prescribed in the Research Manual and is expected to perform the following responsibilities:

1. Identify the needed hardware needed by the identified barangays as part of their disaster management plan.
2. Assist the barangay in the acquisition and development of the hardware needed in the disaster management system
3. Submit quarterly, semi-annual and annual reports.

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:

DANIEL LESLIE S. TAN
Study Leader

Certified funds available:

ALICIA M. FLORES
Head, Budget Office