



January 18, 2022

Prof. Joselle R. Cayetano
Instructor, IHK
College of Education
Visayas State University
Visca, Baybay City, Leyte

Dear Prof. Cayetano:

As favorably endorsed and recommended by the Vice-President for Research, Extension and Innovation, you are hereby appointed as Member of the Learn-to-Swim component of the extension project entitled **“Langoy sa Kaluwasan: Capacitating DRRMC Chairpersons and Youth Leaders in each Barangays of Baybay City on Disaster Awareness and Preparedness” (Ext. 62)** effective January 1, 2022 to July 31, 2022.

As member of the **Learn-to-Swim** component, you are expected to perform the following duties and responsibilities:

1. Assist the component leader in ensuring that the project objectives particularly on Learn-to-Swim as a component are met;
2. Facilitate in providing instructions to the clients/participants regarding Learn-to-Swim;
3. Assist in the production and administration of Learn-to-Swim module, pre-test/post-test questionnaire, and evaluation every end of session;
4. Help in the preparation and submission of client/participant progress report in Learn-to-Swim component; and
5. Ensure that clients/participants can perform basic swimming skills and be able to conduct seminar/workshops to their constituents in their respective units/barangays.

Very truly yours,

EDGARDO E. TULIN
President

cc: OP
VP, Research, Extension and Innovation
Dean, College
Head, Department
RSPPRO