



VISAYAS
STATE UNIVERSITY

INSTITUTE OF
TROPICAL ECOLOGY AND
ENVIRONMENTAL MANAGEMENT

January 6, 2025

Dr. Prose Ivy G. Yepes

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **Dr. Santiago T. Peña Jr.**

Vice-President for Research, Extension, and Innovation

Dear **Dr. Yepes**,

This is to recommend the renewal of the appointment of **Ms. Kleer Jeann G. Longatang** as **Component Leader** of the **"Monitoring and Updating of the Status of the RF Typologies in the RF Demo Farm; and RF Adopters in Cabucgayan, Biliran (Growth Performance and Insect Herbivory)"**, Component 3.1 of the *"Development of a Province-Wide Learning Site on Sustainable Agriculture and Natural Resource Management and Assessment of Community People's Perception Towards the Rainforestation KALAH-I-CIDSS Program in Cabucgayan, Biliran - Phase 2: Progression of the Province-Wide Learning Site on Sustainable Agriculture and NRM through Rainforestation in Cabucgayan, Biliran"* (**Project Code: KALAH-I-CIDSS**), without honorarium, charged to the General Funds, subject to availability of funds, effective immediately until December 31, 2025, with equivalent workload units, renewable every year, until the completion of the project.

As Component Leader, Ms. Longatang will perform the following responsibilities:

1. Exercise supervision and control in the implementation of the component;
2. Submit to OVPREI, through the Project Leader, the following reports:
 - a. Consolidated/Integrated report on the significant outputs/outcome of the component;
 - b. Quarterly extension progress reports to the OVPREI-Extension Office;
 - c. Annual extension accomplishment reports every 1st week of January of the succeeding year;
3. Present the extension highlights or papers during the Extension In-house Review and Evaluation;
4. Present a paper in the regional/national R&D Symposia/fora (**as scheduled by the Consortium/National agency concerned with the prescribed standard format**);
5. Submit terminal report three (3) months after completion of the extension project.

Thank you for your continued support to the Institute.

Very truly yours,

ANGELITA B. ORIAS

Project Leader, KALAH-I-CIDSS



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No.

Conformé:

KLEER JEANN G. LONGATANG
Instructor, ITEEM

Endorsed by:

RENEZITA S. COME
Dean, College of Forestry and
Environmental Science (CFES)

Recommending Approval:

SANTIAGO T. PEÑA JR.
VP for Research, Extension, and Innovation

Certified Funds Available:

ALICIA M. FLORES
Head, Budget Office

Noted:

CATHERINE C. ARRADAZA
Director for Extension

cc: OVPREI-VP
OVPREI-Extension
Budget Office
CFES Dean
KJGLongatang
RSPPRO
ITEEM

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.