



January 1, 2022

Dr. EDGARDO F. TULIN
President
Visayas State University
Visca, Baybay City, Leyte

Thru: MARIA JULIET C. CENIZA
VP for Research, Extension & Innovation


Dear Dr. Tulin:

This is to recommend the appointment of **Ms. Crislin B. Cruz** as Program Leader of the extension program entitled: "Showcasing Profitable and Sustainable Coconut-based Technologies to Support Promotion and its Dissemination Through Techno Demo Sites" without honorarium effective January 1, 2022 to December 31, 2022.

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

1. Supervise the overall implementation of the project.
2. Ensures submission of quarterly research progress reports.
3. Presents progress and knowledge products during the Annual RDE In House Review.
4. Publish one or more of the research's knowledge products generated from the research.
5. Submission of project terminal report through OVPRE upon completion.

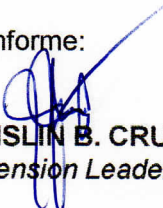
Sincerely yours,


MARISEL A. LEORNA
Director, NCRC-V

Certified funds available:

ALICIA M. FLORES
Head, Budget Office

Conforme:


CRISLIN B. CRUZ
Extension Leader

Noted.

ANTONIO P. ABAMO
Director for Extension