



January 3, 2023

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Visca, Baybay City, Leyte

**Thru: Dr. Maria Juliet C. Ceniza**  
VP for REI

**Dear Dr. Tulin:**

This is to recommend the appointment of **Ms. MERRY JEAN A. CAPARAS**, as **Permanent Alternate 2** of the project component 1 entitled "Leadership and Governance" under the extension project entitled "**Leadership for Resilient Local Government Units (LRLGU)**" without honorarium effective January 3, 2023 to December 31, 2023.

As a Permanent Alternate 2, Ms. Caparas is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Deepen the project team's leadership and technical competencies in risk and resiliency with a particular focus on leadership and governance.
2. Provide capacity-building interventions for resilient LGUs.
3. Assist in equipping the partner LGU with skills and tools in building resilience.
4. Facilitate scientific and critical analysis of integrated climate and disaster risk assessment, data management, and DRR plans, systems, and structures as part of evidence-based risk governance.
5. Conduct coaching and mentoring of the partner LGU's resilience team.
6. Submit periodic (quarterly and annual) project reports to the Focal Person of Component

Thank you and best regards.

Very truly yours,

  
**MARIA AURORA TERESITA W. TABADA**  
Project Leader