



VISAYAS
STATE UNIVERSITY

ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

August 15, 2025

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Santiago T. Peña Jr.**
VP for REI

Dear **Dr. Yepes**:

This is to recommend the appointment of **Mr. Warren L. Obeda** as Co-Project Leader of the VSU funded Extension Program entitled "**Participatory Eco-Farming Program for the Visayas**" without honorarium effective July 1, 2025 to December 31, 2025 chargeable to **TP.UF.09** unless sooner terminated due to lack of funds.

As Co-Project Leader, he is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Assists the Project Leader in the over-all management of the project.
2. Helps the Project Leader in coordinating with other agencies and stakeholders;
3. Helps prepare training materials/manuals;
4. Helps present extension outputs during the annual RDE in-house review.
5. Assists in the preparation and submission of progress 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 Center Director and the Vice President for Research, Extension and Innovation.

Very truly yours,


ED ALLAN L. ALCOBER
Head, Eco-FARMI



**ECO-FARM AND RESOURCE MANAGEMENT
INSTITUTE**

Visayas State University, PQWV+X76 Baybay City, Leyte
Email: farmi@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1040



Management
System
ISO 9001:2015
www.tuv.com
ID: 9108658749



Page 1 of 2
FM-VSU-03
V4 01-23-2025
No.

Conforme.

WARREN L. OBEDA
Co-Project Leader

Certified funds available:

ALICIA M. FLORES
Head, Budget Office

Endorsed by:

CATHERINE C. ARRADAZA
Director for Extension

Recommending Approval:

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

cc: **OVPREI-VP**
[OVPREI-RPO/ Extension/ Innovation]
Head, Budget Office
Dean, College
Head, Department
Researcher
RSPPRO

Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



Management
System
ISO 9001:2015
www.tuv.com
ID 9108658749

August 15, 2025

Mr. Warren L. Obeda
Co-Project Leader
Eco-FARMI
Visca, Baybay City, Leyte

Dear **Mr. Obeda**:

By the authority vested in me as University President, you are hereby appointed as Co-Project Leader of the VSU funded Extension Project entitled **“Participatory Eco-Farming Program for the Visayas”** (project code: **TP.UF.09**),” charged to the VSU General Appropriation Act (GAA) subject to availability of funds effective July 1, 2025 to December 31, 2025 with equivalent workload units renewable every year until completion of the project.

As Co-Project Leader, you are expected to submit to OVPREI through the Center/Institute Director or College Dean the following report:

1. Assists the Project Leader in the over-all management of the project.
2. Helps the Project Leader in coordinating with other agencies and stakeholders;
3. Helps prepare training materials/manuals;
4. Helps present extension outputs during the annual RDE in-house review.
5. Assists in the preparation and submission of progress reports.

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, Center Director, Director for Research, and the Vice President for Research, Extension and Innovation.

PROSE IVY G. YEPES
President

cc: OVPREI – VP; OVPREI – RPO; Director, Center; Dean, College; RSPPRO; Budget Office; Finance Management Office (FMO); Accounting Office; File - OP

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 1
FM-OOP-05
V06 01-23-2025
No.