



January 3, 2022

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

Thru: Dr. Maria Juliet C. Ceniza  
VP, for Research, Extension and Innovation

Dear Dr. Tulin:

I wish to recommend the appointment of **Ms. Jesusa M. Magno** as Extension Component **Leader of H.E.L.P** (Healthy Elderly Population) and Component Leader of F.A.S.T (First Aide and Safety Training) Project of the College of Nursing without honorarium effective January 1, 2022 until December 31, 2022. Her responsibilities are as follows.

1. Lead in the planning meetings and workshops related to the program.
2. Be involved with the team on its implementation of activities
3. Direct and mobilize the component members in the conduct of activities of the project.
4. Document and provide information to the College of Extension Coordinator and Dean of the College of Nursing regarding program activities as needed by the OVPRE for publication and R & E highlights.
5. Coordinate with the OVPREI by providing relevant information regarding program activities as needed for publication and R & E Highlights

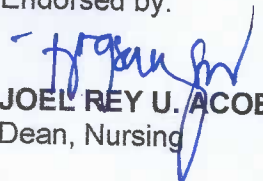
Very truly yours,

  
**JOEL REY U. ACOB**  
Project Leader

Conforme:

  
**JESUSA M. MAGNO**  
Assistant Professor II

Endorsed by:

  
**JOEL REY U. ACOB**  
Dean, Nursing

Certified funds available:

**ALICIA M. FLORES**  
Head, Budget Office

Noted:

**ANTONIO P. ABAMO**  
Director