



January 1, 2022

Dr. Edgardo E. Tulin
President, VSU
Visca, Baybay City, Leyte

Dear Dr. Tulin:

I would like to recommend the designation of Dr. Marisel A. Leorna as project manager of Coco Food Project effective January 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities without prejudice to renewal. As Project Manager, she shall perform the following duties and responsibilities, to wit;

1. Daily remittance of collections, when applicable, especially when it reaches at least P 500.00.
2. Submit detailed monthly project reports indicating the sales and expenses which shall include all the direct and indirect costs, and
3. Submit and present her accomplishment during the regular annual IGP Review indicating the problems encountered, solutions undertaken and plan of activities for the next period.

Moreover, I am recommending that Dr. M.A. Leorna be entitled to whatever privileges attached to her designated position as project manager.

Thank you.

ARGINA M. POMIDA
Director, RGAS

Conforme:

MARISEL A. LEORNA
Project Manager

Recommending Approval:

Approved:

DILBERTO O. FERRAREN
VP for Planning, Resource Generation
and Auxiliary Services & Chairman, BOM

EDGARDO E. TULIN
President

cc: OVPPRGAS
OVPI
ODAHRD
ODF/Budget
Accounting

IASO
Records
File