



January 18, 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:

This is to recommend the appointment of **DR. ALELI A. VILLOCINO** as member of the extension project entitled "**Langoy sa Kaluwasan: Capacitating DRRMC Chairpersons and Youth Leaders in Each Barangays of Baybay City on Disaster Awareness and Preparedness**" effective January 1, 2022 until December 31, 2022. There is no honorarium for this extension project but support for travels and supplies will be provided subject to the availability of funds charged to GAA 2022. (Please see attachments).

As member of the **Life-Saving and Water Rescue** component, Dr. Villocino is expected to perform the following duties and responsibilities:

1. Assist the component leader in ensuring that the project objectives particularly on Life-Saving and Water Rescue as a component are met;
2. Facilitate in providing instructions to the clients/participants regarding Life-Saving and Water Rescue;
3. Assist in the production and administration of Life-Saving and Water Rescue module, pre-test/post-test questionnaire, and evaluation every end of session;
4. Help in the preparation and submission of client/participant progress report in Life-Saving and Water Rescue; and
5. Ensure that clients/participants can perform basic swimming skills and be able to conduct seminar/workshops to their constituents in their respective units/barangays.

Very truly yours,

**LYNDON L. MANINGO**

Extension Coordinator, IHK

Conforme:

Certified funds available:

**ALELI A. VILLOCINO**

VP for Student Affairs and Services

**MYRNA S. PANCITO**

OIC Head, Budget Office