



January 2, 2024

**Dr. Daniel Leslie S. Tan**  
Officer-In-Charge  
Visayas State University  
Visca, Baybay City, Leyte

*Thru:* **Dr. Dennis P. Peque**  
Vice-President for Research, Extension and Innovation

Dear **Dr. Tan**,

This is to recommend the renewal of the appointment of **Dr. Guinaldo C. Fernandez, Jr.** as **Component Leader** of the “**Environmental Consciousness Drive for Out-of-School Youth and Senior High School Faculty and Students of Baybay City Division of the Department of Education**”, Component 3 of the “**NRM-Based Extension Project (VSU Nature Park) Phase II: Empowerment of Local Stakeholders through Capacity Building and Development of VSU’s Agricultural Reservation (Proclamation 64) Physical Land-use and Resource Map**” (Project Code: Nature Park), charged to General Funds, subject to availability of funds effective January 1, 2024, until December 31, 2024, with equivalent workload units, renewable every year until completion of the project.

As Component Leader, Dr. Fernandez will perform the following responsibilities:

1. Exercise supervision and control in the implementation of the component;
2. Submit to OVPREI, through the Project Leader, the following reports:
  - a. Consolidated/Integrated report on the significant outputs/outcome of the component;
  - b. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**);
  - c. Midyear research progress reports every 1<sup>st</sup> week of July of every year (**Attachment 2**);
  - d. Annual research progress reports every 1<sup>st</sup> week of January of the succeeding year (**Attachment 3**);
3. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**);
4. Present a paper in the regional/national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**);
5. Submit terminal report three (3) months after completion of the extension project (**Attachment 5**);
6. Publish articles of significant research findings in indexed/peer-reviewed journals.

For any changes in the title, methodology, project site, and/or budget, 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.

Thank you for your continued support to the Institute.

Very truly yours,

**KLEER JEANN G. LONGATANG**  
Project Leader, NRM-Nature Park

***Conformé:***

**GUIRALDO C. FERNANDEZ, JR.**  
Professor, Department of Liberal Arts and  
Behavioral Sciences (DLABS)

***Endorsed by:***

**RENEZITA S. COME**  
Dean, College of Forestry and  
Environmental Science (CFES)

***Certified Funds Available:***

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

***Noted:***

**ANTONIO P. ABAMO**  
Director for Extension

***Recommending Approval:***

**DENNIS P. PEQUE**  
VP for Research, Extension, and Innovation

cc: OVPREI (VP)  
OVPREI (Extension)  
Budget Office  
CFES (Dean)  
DLABS (Head)  
GCFernandezJr  
RSPPRO  
ITEEM

**Vision** : A globally competitive university for science, technology, and environmental conservation.  
**Mission** : Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.