



January 4, 2023

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

**Thru: Dr. Maria Juliet C. Ceniza**  
VP for REI

**Dear Dr. Tulin:**

This is to recommend the appointment of **Dr. Lilian B. Nuñez**, ISRDS Director, as Project Leader of the extension project entitled "Coalescing Organizations Towards Locally Led Actions to Boost Development (COLLABDev)" and as Component Leader of the component entitled "Gender Mainstreaming and Alliance Building for Community Development" without honorarium effective January 3, 2023 to December 31, 2023.

As Project/Component Leader, Dr. Nuñez is expected to perform the following responsibilities with appropriate workload unit equivalent to deliver the project outputs stipulated in the COLLABDev Memorandum of Agreement between VSU and the Action for Economic Reforms (AER) signed on October 8, 2021.

1. Provide overall supervision in the conduct of project activities.
2. Conduct component activities as planned.
3. Make representation and participate in the various COLLABDev project activities.
4. Integrate and utilize the activities, processes, and outputs of the VSU-AER partnership in the VSU planning and program processes.
4. Submit project quarterly project reports.
5. Present the project highlights during the Extension In-house Review.

Thank you and best regards.

Very truly yours,

**MOISES NEIL V. SERIÑO**  
Dean, CME