

DEPARTMENT OF ECONOMICS

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March 4, 2022

Dr. MARIA JULIET C. CENIZA Vice President for Research, Extension & Innovation Visayas State University Visca, Baybay City, Leyte

Dear Dr. Ceniza:

This is to recommend the appointment of Dr. Maria Hazel I. Bellezas as Co-Project Leader of extension cum research project entitled "Farm Enterprise Management Assistance to Farmers in Sta. Cruz, Baybay City" (Ext. 64 DOE) without honorarium effective January 1, 2022 to December 31, 2022 unless sooner terminated due to lack of funds.

As co-project leader, Dr. Bellezas is expected to perform the following duties and responsibilities:

- 1. Coordinate, plan and execute together with co-project leader all extension project activities for an effective and efficient implementation;
- 2. Assist in linking the farmer beneficiaries with other agencies for needed support/ assistance;
- 3. Conduct a regular monitoring and consultation activities with the farmers beneficiaries;

4. Create IEC materials/farming guide on farm record keeping and accounting;

5. Ensures submission of quarterly extension progress reports; and

6. Submit a project terminal report through OVPREI upon completion.

Sincerely,

MOISES NEIL V. SERIÑO

Dean, CME

Conforme:

Certified funds available:

MARIA HAZEL I. BELLEZAS

Co-Project Leader

Endorsed by:

ALICA M. FLORES OIC-Head, Budget Office

Noted:

MOISES NEIL V. SERIÑO

Dean, CME

ROSA OPHELIA D. VELARDE

Director for Research

Recommending Approval:

MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

cc: VP, Research, Extension and Innovation Dean, College Head, Department

Researcher

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.

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