



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:

MARIA HAZEL I. BELLEZAS
Co-Project Leader

Endorsed by:

MOISES NEIL V. SERIÑO
Dean, CME

Recommending Approval:

MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation

Certified funds available:

ALICA M. FLORES
OIC-Head, Budget Office

Noted:

ROSA OPHELIA D. VELARDE
Director for Research

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