



**VISAYAS**  
STATE UNIVERSITY

**EXTENSION**  
OFFICE

02 January 2025

**DR. PROSE IVY G. YEPES**

President

Visayas State University

ViSCA, Baybay City, Leyte

Dear **Dr. Yepes**,

This is to recommend the appointment of **Dr. Marlito M. Bande** as a **Chairperson** of the Search for **Outstanding Learning Site and Practical Agriculture** category for the UGMAD Award effective on January 2, 2025 – December 31, 2025 without honorarium.

As a **Chairperson**, he/she shall be responsible for the following with appropriate workload unit equivalent:

1. Reviews and revisits the criteria for the assigned category.
2. Evaluate the submitted entries for the Search
3. Conducts interviews and field evaluation and validation among those who become shortlisted.
4. Coordinates with the Office of Extension Director for the updates.
5. Convenes your members for the planning of the conduct of the field evaluation.
6. Submit reports to the Office of Extension Director regarding the search.
7. Performs all related Farmers and Fisherfolks' Day.

Very truly yours,

**CATHERINE C. ARRADAZA**

Director, Extension Office

Conforme:

**MARLITO M. BANDE**

Chairperson

Recommending Approval,

**SANTIAGO T. PEÑA JR.**

Vice President for Research, Extension, and Innovation

**EXTENSION OFFICE**

Visayas State University, Visca, Baybay City, Leyte

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OFFICE

02 January 2025

**DR. PROSE IVY G. YEPES**

President

Visayas State University

ViSCA, Baybay City, Leyte

Dear **Dr. Yepes**,

This is to recommend the appointment of **Ms. Serica Joy C. Dadios** as a **Member** of the Search for **Outstanding Learning Site and Practical Agriculture** category for the UGMAD Award effective on January 2, 2025 – December 31, 2025 without honorarium.

As a **Member**, he/she shall be responsible for the following with appropriate workload unit equivalent:

1. Reviews and revisits the criteria to the assigned category(ies);
2. Evaluate the submitted entries for the Search;
3. Conducts interviews and field evaluation and validation among those who become shortlisted.
4. Coordinates with the Office of Extension Director for the updates.
5. Assist in planning of the conduct of the field evaluation.
6. Submit reports to the Office of Extension Director regarding the search.
7. Performs all related Farmers and Fisherfolks' Day.

In case of changes in the responsibilities, and other matters concerned, approval should be sought from the University President upon recommendation of the Director for Extension Office and Vice President for Research, Extension, and Innovation.

Very truly yours,

**CATHERINE C. ARRADAZA**

Director, Extension Office

Conforme:

**SERICA JOY C. DADIOS**

Member

Recommending Approval,

**SANTIAGO T. PEÑA JR.**

Vice President for Research, Extension, and Innovation

**EXTENSION OFFICE**

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