



January 3, 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 **Mr. Jerome O. Arribado** as Program Leader of the VSU funded Extension Program entitled **"Participatory Eco-Farming Program for the Visayas"** without honorarium effective January 3, 2023 to December 31, 2023 chargeable to **TP.UF.09** unless sooner terminated due to lack of funds.

As Program Leader, he is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Takes responsibility in the over-all management of the project.
2. Supervise functions and responsibilities for the effective execution of all the extension project activities;
3. Submit quarterly progress reports to OVPREI;
4. Submit every 1<sup>st</sup> week of January of the succeeding year the annual extension report of accomplishment;
5. Present project results during the VSU Annual In-House Review;
6. Submit terminal report three (3) months after project termination.

In case of any changes in the title, methodology, project site, and/or budget, the approval should first be sought from the University President upon recommendation by the concerned Center Director and the Vice President for Research, Extension and Innovation.

Very truly yours,

**DHENBER C. LUSANTA**  
OIC Director, Eco-FARMI

Conforme:

**JEROME O. ARRIBADO**  
Program Leader

Certified funds available:

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



Endorsed by:

**DHENBER C. LUSANTA**  
OIC Director, Eco-FARMI

Noted:

**ANTONIO P. ABAMO**  
Director for Extension

Recommending Approval:

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

CC: OVPREI-VP  
[OVPREI-RPO/ Extension/ Innovation]  
Head, Budget Office  
Dean, College  
Head, Department  
Researcher  
RSPPRO



January 3, 2023

**Mr. Jerome O. Arribado**  
Project Leader  
Eco-FARMI  
Visca, Baybay City, Leyte

Dear **Mr. Arribado**:

By the authority vested in me as University President, you are hereby appointed as Project Leader of the component project entitled **“Capability Building and Provision of Technical Assistance on Organic Farming”** under the extension program entitled **“Participatory Eco-Farming Program for the Visayas”** (project code: **TP.UF.09**),” charged to the VSU General Appropriation Act (GAA) subject to availability of funds effective January 3, 2023 to December 31, 2023 with equivalent workload units renewable every year until completion of the project.

As Project Leader, you are expected to submit to OVPREI through the Center/Institute Director or College Dean the following report:

1. Takes responsibility in the over-all management of the project.
2. Supervise functions and responsibilities for the effective execution of all the extension project activities;
3. Submit quarterly progress reports to OVPREI;
4. Submit every 1st week of January of the succeeding year the annual extension report of accomplishment;
5. Present project results during the VSU Annual In-House Review;
6. Submit terminal report three (3) months after project termination.

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

**EDGARDO E. TULIN**  
President

cc: OVPREI – VP; OVPREI – RPO; *Director, Center; Dean, College*; RSPPRO; Budget Office; Finance Management Office (FMO); Accounting Office; File - OP