



January 18, 2022

Miss Anna Beth A. Varron

Instructor, IHK
College of Education
Visayas State University
Visca, Baybay City, Leyte

Dear **Miss Varron**:

As favorably endorsed and recommended by the Vice-President for Research, Extension and Innovation, you are hereby appointed as Learn-to-Swim Component Leader of the extension project entitled **"Langoy sa Kaluwasan: Capacitating DRRMC Chairpersons and Youth Leaders in each Barangays of Baybay City on Disaster Awareness and Preparedness" (Ext. 62)** effective January 1, 2022 to December 31, 2022.

As Learn-to-Swim Component Leader, you are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Take responsibility in ensuring that the project objectives particularly on Learn-to-Swim as a component are met;
2. Take charge in providing instructions to the clients/participants regarding Learn-to-Swim;
3. Provide module, pre-test/post-test questionnaire, and evaluation every end of session;
4. Prepare and submit client/participant progress report; and
5. Ensure that clients/participants can perform basic swimming skills and be able to conduct seminar/workshops of their constituents in their respective units/barangays.

Very truly yours,

EDGARDO E. TULIN

President

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