



January 2, 2024

**Dr. Daniel Leslie S. Tan**  
Officer-In-Charge  
Visayas State University  
Visca, Baybay City, Leyte

**Thru: Dr. Dennis P. Peque**  
Vice-President for Research, Extension and Innovation

Dear **Dr. Tan**,

This is to recommend the appointment of **Dr. Guiraldo C. Fernandez, Jr.** as **Component Leader** of the **"Monitoring and Updating of the Status of the RF Typologies in the RF Demo Farm; and RF Adopters in Cabucgayan, Biliran (Innovations and Testimonies of RF Adopters)"**, Component 3.3 of the *"Development of a Province-Wide Learning Site on Sustainable Agriculture and Natural Resource Management and Assessment of Community People's Perception Towards the Rainforestation KALAH-I-CIDSS Program in Cabucgayan, Biliran - Phase 2: Progression of the Province-Wide Learning Site on Sustainable Agriculture and NRM through Rainforestation in Cabucgayan, Biliran"* (**Project Code: KALAH-I-CIDSS**), without honorarium, charged to the General Funds, subject to availability of funds, effective January 1, 2024, until December 31, 2024, with equivalent workload units, renewable every year, until the completion of the project.

As Component Leader, Ms. Orias will perform the following responsibilities:

1. Exercise supervision and control in the implementation of the component;
2. Submit to OVPREI, through the Project Leader, the following reports:
  - a. Consolidated/Integrated report on the significant outputs/outcome of the component;
  - b. Quarterly extension progress reports to the OVPREI-Extension Office;
  - c. Annual extension accomplishment reports every 1<sup>st</sup> week of January of the succeeding year;
3. Present the extension highlights or papers during the Extension In-house Review and Evaluation;
4. Present a paper in the regional/national R&D Symposia/fora (**as scheduled by the Consortium/National agency concerned with the prescribed standard format**);
5. Submit terminal report three (3) months after completion of the extension project.

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

Thank you for your continued support to the Institute.

Very truly yours,

**ANGELITA B. ORIAS**

Project Leader, KALAH-I-CIDSS Project

**Conformé:**

**Certified Funds Available:**

**GUIRALDO C. FERNANDEZ, JR.**

Professor, Department of Liberal Arts and  
Behavioral Sciences (DLABS)

**ALICIA M. FLORES**

Head, Budget Office

**Endorsed by:**

**Noted:**

**RENEZITA S. COME**

Dean, College of Forestry and  
Environmental Science (CFES)

**ANTONIO P. ABAMO**

Director for Extension

**Recommending Approval:**

**DENNIS P. PEQUE**

VP for Research, Extension, and Innovation

cc: OVPREI (VP)  
OVPREI (Extension)  
Budget Office  
CFES (Dean)  
GCFernandezJr  
DLABS (File)  
RSPPRO  
ITEEM

**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.