



**VISAYAS**  
STATE UNIVERSITY

INSTITUTE FOR  
**STRATEGIC RESEARCH AND  
DEVELOPMENT STUDIES**

02 January, 2024

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

**Thru: Dr. Dennis P. Peque**  
VP for REI

**Dear Dr. Tan:**

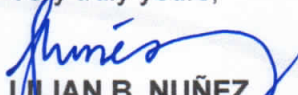
This is to recommend the appointment of **Ms. Merry Jean A. Caparas** as Project Leader of the Participatory Nutrition Enhancement Approach (PNEA), under the program titled "Strengthening Local Governance and SUCs' Extension Service Delivery through the BIDANI Strategy" without honorarium effective January 2, 2024 to December 31, 2024.

As PNEA Project Leader, Ms. Caparas is expected to perform the following responsibilities with appropriate workload unit equivalent:

- 1) Plan project activities in coordination with the PNEA Coordinator.
- 2) Implement proper activities as planned.
- 3) Prepare activity reports of the project.

Thank you and best regards.

Very truly yours,

  
**LILIAN B. NUÑEZ**  
Director, ISRDS and  
Program Leader, BIDANI

Conforme:

**MERRY JEAN A. CAPARAS**  
Instructor

Endorsed by:

**MOISES NEIL V. SERIÑO**  
College Dean, CME

Certified funds available:

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

**ANTONIO P. ABAMO**  
Director for Extension