



VISAYAS
STATE UNIVERSITY

INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL SCIENCE

January 27, 2025

DR. PROSE IVY G. YEPES

VSU President

Visca, Baybay City, Leyte

Thru: DR. SANTIAGO T. PEÑA JR.

Vice-President for Research, Extension and Innovation

Visca, Baybay City, Leyte

Dear Dr. Yepes,

This is to recommend the appointment of **Mr. Kit Felian C. Tenio** as **Co-Component Leader of Component 1 – “Strengthening CMFARMs, BFRAMCs & Pos in Participatory Coastal Resource Assessments (PCRA) and Information, Education and Advocacy on Seagrass and Seaweed Resources in 5th District of Leyte (Baybay City, Inopacan, Hindang, Bato and Matalom)”** under the extension project **“Integrated Coastal Resource Management in Southeastern Camotes Sea and Selected Municipalities of Leyte”**, charged to the VSU General Appropriation Act (GAA), **project code: NRCRM-015**, and subject to availability of funds, effective January 2, 2025 - December 31, 2025, with equivalent workload units, renewable every year until completion of the project.

As Co-Component Leader, Mr. Tenio is expected to perform the following responsibilities:

1. Assist in the overall planning, strategy formulation, and supervision of the component;
2. Conduct PCRA Training;
3. Develop IECs on **CRM**;
4. Submit to OVPREI, through the Project Leader, the following reports:
 - a. Consolidated/Integrated reports on the significant outputs/outcome of the component;
 - b. Quarterly progress reports to the OVPREI-RPO;
 - c. Annual progress reports every 1st week of January of the succeeding year;
5. Present the highlights or papers during the Research In-house Review and Evaluation;
6. Submit terminal report three (3) months after completion of the extension project;
7. Publish articles of significant findings in indexed/peer-reviewed journals.

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.



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ENVIRONMENTAL SCIENCE**

Faculty of Forestry and Environmental Science

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