



January 03, 2024

Dr. Daniel Leslie S. Tan
OIC, President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Dennis P. Peque**
VP for REI, Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tan:

This is to recommend the appointment of **Ed Allan L. Alcober** as Component Leader of Component 1 (**Production and distribution of recommended certified rice and corn seeds**) under the Extension Project entitled: "Training, Technical Assistance, Distribution of Planting Materials, and Design, Production, and Distribution of Print Ad Materials in Support to RDE Programs of VSU and Other Agencies in Eastern Visayas" project code: EXT69-Agronomy), charged to the (GAA Funded projects). This is without an honorarium effective on January 03, 2024 to March 10, 2024 unless revoked or terminated due to lack of budget.

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

1. Spearheads in the production and distribution of quality planting materials of NSIC-recommended legumes and root crops.
2. Facilitates the collection of data and other relevant information about the established production undertakings.
3. Assists the study leader in the preparation of quarterly, semi-annual, and annual accomplishment reports regarding legumes and root crop production and distribution undertakings.
4. Assists the study and project leaders in the preparation of reports for the annual In-House Extension Review presentation.

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

Very truly yours,

DIONESIO M. BAÑOC
Head, DA

Conforme:

ED ALLAN L. ALCOBER
Component Leader

Recommending Approval:

ANTONIO P. ABAMO
Director for Extension

Cc. OVPREI-VP
[OVPREI-RPO/Extension/innovation]
Head, Budget Office
Dean, College
Head, Department
Researcher
RSPPRO

Certified Funds available:

ALICIA M. FLORES
Head, Budget Office

Approved:

DENNIS P. PEQUE
VP for Research, Extension, and Innovation