



January 01, 2021

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Maria Juliet C. Ceniza
VP for REI


Dear Dr. Tulin:

I wish to recommend the appointment of **Dr. Nello D. Gorne** as Department Extension Coordinator effective January 1, 2021 to December 31, 2021


As Department Extension Coordinator, you are expected to perform the following responsibilities:

1. Supervise the extension activities in the Department through Faculty and College Dean.
2. Consolidate and integrate reports on the significant outputs/outcome of the Department Extension projects.
3. As focal person in the Department for any extension activities and collaboration.

Thank you.


ULYSSES A. CAGASAN
Department Head, DA

Conforme:


NELLO D. GORNE
Asst. Prof IV

Certified funds available:

ALICIA M. FLORES
Head, Budget Office

Recommending Approval:

MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation

cc: *VP, Research, Extension and Innovation
Dean, College
Head, Department
PRPEO*



January 01, 2021

Dr. Nello D. Gorne
Extension Coordinator
Department of Agronomy
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Gorne**:

By the authority vested in me as University President, you are hereby appointed as Department Extension Coordinator effective January 01, 2021-December 31, 2021.

As Department Extension Coordinator, you are expected to:

1. Supervise the extension activities in the Department through faculty and College Dean.
2. Consolidate and integrate reports on the significant outputs/outcome of the Department Extension projects.
3. As focal person in the Department for any extension activities and collaboration.

EDGARDO E. TULIN
President

cc: OVPREI – VP; OVPREI – RPO; *Director, Center, Dean, College*; RSPPRO; Budget Office; Finance Management Office (FMO); Accounting Office; File - OP