



January 18, 2022

**Prof. Sheena Eunice B. Tabudlong**

Instructor, IHK  
College of Education  
Visayas State University  
Visca, Baybay City, Leyte

Dear Prof. Tabudlong:

As favorably endorsed and recommended by the Vice-President for Research, Extension and Innovation, you are hereby appointed as Member of the First Aid component of the extension project entitled "**Langoy sa Kaluwasan: Capacitating DRRMC Chairpersons and Youth Leaders in each Barangays of Baybay City on Disaster Awareness and Preparedness**" (Ext. 62) effective January 1, 2022 to July 31, 2022.

As member of the **First-Aid** component, you are expected to perform the following duties and responsibilities with appropriate workload unit equivalent:

1. Assist the component leader in ensuring that the project objectives particularly on First-Aid as a component are met;
2. Facilitate in providing instructions to the clients/participants regarding First-Aid;
3. Assist in the production and administration of First-Aid module, pre-test/post-test questionnaire, and evaluation every end of session;
4. Help in the preparation and submission of client/participant progress report in First-Aid component; and
5. Ensure that clients/participants can perform basic first-aid skills and be able to conduct seminar/workshops to their constituents in their respective units/barangays.

Very truly yours,

**EDGARDO E. TULIN**  
President

cc: OP  
VP, Research, Extension and Innovation  
Dean, College  
Head, Department  
RSPPRO