

OFFICE OF THE PRESIDENT

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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:

- Assist the component leader in ensuring that the project objectives particularly on First-Aid as a component are met;
- Facilitate in providing instructions to the clients/participants regarding First-Aid;
- Assist in the production and administration of First-Aid module, pre-test/post-test questionnaire, and evaluation every end of session;
- Help in the preparation and submission of client/participant progress report in First-Aid component; and
- 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

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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