



VISAYAS
STATE UNIVERSITY

INSTITUTE OF
**TROPICAL ECOLOGY AND
ENVIRONMENTAL MANAGEMENT**

January 2, 2025

Dr. Prose Ivy G. Yepes

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **Dr. Santiago T. Peña Jr.**

Vice-President for Research, Extension, and Innovation

Dear **Dr. Yepes**,

This is to recommend the appointment of **Mr. Kit Felian C. Tenio** as **Component Leader** of the **"Uma ni Papo as Accredited Learning Site for Sustainable Agriculture and Natural Resource Management through Rainforestation Approach"** - Component 1 of the extension project *"Development of a Province-Wide Learning Site on Sustainable Agriculture and Natural Resource Management and Assessment of Community People's Perception Towards the Rainforestation KALAH-I-CIDSS Program in Cabucgayan, Biliran - Phase 2: Progression of the Province-Wide Learning Site on Sustainable Agriculture and NRM through Rainforestation in Cabucgayan, Biliran"*, charge to Project Code KALAH-I-CIDSS, without honorarium, effective July 1, 2025, until December 31, 2025, with equivalent workload units.

As Component Leader, Mr. Tenio will perform the following responsibilities:

1. Exercise supervision and control in the implementation of the component;
2. Facilitate the accreditation of the RF demonstration area as a Learning Site and the registration of planted trees with the DENR;
3. Ensure the maintenance and upkeep of the 5.22-hectare RF demonstration farm;
4. Submit to OVPREI, through the Project Leader, the following reports:
 - a. Consolidated/Integrated report on the significant outputs/outcome of the component;
 - b. Quarterly extension progress reports to the OVPREI-Extension Office;
 - c. Annual extension accomplishment reports every 1st week of January of the succeeding year;
5. Present the extension highlights or papers during the Extension In-house Review and Evaluation;
6. Present a paper in the regional/national R&D Symposia/fora (*as scheduled by the Consortium/National agency concerned with the prescribed standard format*);
7. Submit terminal report three (3) months after completion of the extension project.

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.



**INSTITUTE OF TROPICAL ECOLOGY AND
ENVIRONMENTAL SCIENCE**
Faculty of Forestry and Environmental Science
Visayas State University, Visca, Baybay City, Leyte
Email: iteem@vsu.edu.ph / teofanes.patindol@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1052/1053/1135



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Thank you for your continued support to the Institute.

Very truly yours,

TEOFANES A. PATINDOL
Director

Conformé:

KIT FELIAN C. TENIO
Instructor, ITEES

Endorsed by:

RENEZITA S. COME
Dean, Faculty of Forestry and
Environmental Science (FFES)

Recommending Approval:

SANTIAGO T. PEÑA JR.
VP for Research, Extension, and Innovation

Certified Funds Available:

ALICIA M. FLORES
Head, Budget Office

Noted:

CATHERINE C. ARRADAZA
Director for Extension

cc: OVPREI-VP
OVPREI-Extension
Budget Office
FFES Dean
KFCTenio
RSPPRO
ITEES

Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.
Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.