



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
AGRONOMY

January 17, 2025

Dr. PROSE IVY G. YEPES

President

Visayas State University

Dear **President Yepes**:

I would like to recommend the designation of

Name of the Appointee: **Mr. Wences Rey B. Dela Peña**
Designated Position/s: Tree Planting Coordinator
Date of Appointment: 2nd Semester SY 2024 – 2025

He shall perform the following duties and responsibilities, to wit:

1. Organize students assigned under her/him including the bulk procurement of seedlings to be planted.
2. Ensure that the students are oriented of and are following the requirements before joining the activity: wearing of proper field attire (long sleeves, pants, shoes/rubber boots, bolo(sundang)), and bag to carry the seedlings. No student will be allowed to join if any one of these are missing/not followed.
3. Accompany the Forest Guards on a pre-activity inspection visit of the assigned tree planting area.
4. Provide a list of participants with the following information: names, degree program enrolled in, sex, age, and special requirements (for provision of alternatives in case of health and other valid issues, proof is required).
5. Accompany and supervise the students throughout the whole duration of the tree planting activity. The tree planting activity will not proceed without the participation of the Tree Planting Coordinator.
6. Prepare the necessary documentation for issuance and validation of the Tree Planting Master list.
7. Receive and keep the validated Tree Planting Master list for forwarding to the Office of the University Registrar.
8. Arrange for special tree planting or its alternative for students who were unable to join their scheduled date.
9. Coordinate with the students concerned and with the DFS – Forest Conservation Unit for all tree planting matters.

Very respectfully yours,


LUZ G. ASIO
DA Head

DEPARTMENT OF AGRONOMY

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