



**VISAYAS**  
STATE UNIVERSITY

## **ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE**

June 25, 2024

**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 **Ms. MAREJEN A. VILLAREMO** as Project leader of the *JOLLIBEE GROUP FOUNDATION, INC. co-funded extension project entitled: "Agro-enterprise Clustering Approach (AECA) for Inclusive Vegetable Production and Marketing"* effective July 1, 2024 to December 31, 2024, with Five Hundred pesos (**Php. 500.00**) communication allowance per month charged to AECA-2023 Project funds.

As the Project Leader, she is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Directly implement and supervise the conduct of component project activities;
2. Administer efficient use of project resources;
3. Ensure that progress and outputs are in accordance with plans;
4. Prepare and submit the required technical and financial reports to component coordinators and/ or concerned designated authorities;
5. Provide open communication with coordinators and project counterparts relative to or in the course of project implementation;
6. Make representation to the concerned local cooperators and foreign counterparts for the required logistics in the project review/operation;
7. Provide data information and prepare materials for extension education of the project;
8. Provide feedback to component coordinators on the progress as well as problems encountered during project implementation; and
9. Submits terminal report and other deliverables as required in the work plan of the project.

In case of any changes in the title, methodology, project site, and/or budget, the approval should first be sought from the University President upon recommendation by the concerned College Dean or Center Director and the Vice President for Research, Extension and Innovation.



**ECO-FARM AND RESOURCE MANAGEMENT  
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**FM-VSU-03**  
V3 06-06-2024  
No. **24-059**

Very truly yours,

**JEROME O. ARRIBADO**

Director, ECO-FARMI

Conforme:

Certified funds available:

**MAREJEN A. VILLAREMO**

Project Leader

**MANUEL B. UY-OCO, JR.**

Accountant, ViFARD

**PACIENCIA P. MILAN**

Executive Director, ViFARD

Noted:

**ANTONIO P. ABAMO**

Director for Extension

Recommending Approval:

**SANTIAGO T. PEÑA, JR.**

VP for Research, Extension and Innovation

cc: OVREI-VP  
OVPREI-RPO  
Head, Budget Office  
Dean, College  
Head, Department  
Researcher  
RSPPRO





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June 25, 2024

**Ms. Marejen A. Villaremo**

Project Leader

Eco-FARMI

Visca, Baybay City, Leyte

Dear **Ms. Villaremo**:

By the authority vested in me as University President, you are hereby appointed as Project leader of the *JOLLIBEE GROUP FOUNDATION, INC. co-funded extension project* entitled: **"Agro-enterprise Clustering Approach (AECA) for Inclusive Vegetable Production and Marketing"** effective July 1, 2024 to December 31, 2024, with Five Hundred pesos (Php. 500.00) communication allowance per month charged to AECA-2023 Project funds.

As Project Leader, you are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Directly implement and supervise the conduct of component project activities;
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3. Ensure that progress and outputs are in accordance with plans;
4. Prepare and submit the required technical and financial reports to component coordinators and/ or concerned designated authorities;
5. Provide open communication with coordinators and project counterparts relative to or in the course of project implementation;
6. Make representation to the concerned local cooperators and foreign counterparts for the required logistics in the project review/operation;
7. Provide data information and prepare materials for extension education of the project;
8. Provide feedback to component coordinators on the progress as well as problems encountered during project implementation; and
9. Submits terminal report and other deliverables as required in the work plan of the project.

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**PROSE IVY G. YEPES**

President

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

**OFFICE OF THE PRESIDENT**

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