

OFFICE OF THE DIRECTOR FOR **EXTENSION**

Visca, Baybay City, Leyte, PHILIPPINES Email: extension@vsu.edu.ph Website: www.vsu.edu.ph

January 1, 2022

DR. EDGARDO E. TULIN President Visayas State University Visca, Baybay City, Leyte

Thru: Dr. MARIA JULIET C. CENIZA

VP for Research, Extension & Innovation

Dear Dr. Tulin:

This is to recommend the appointment of Dr. Marisel A. Leorna as Co-study leader of the extension project entitled: "Promotion of Profitable and Sustainable Coconut-based Technologies as Livelihood Options for PWD Coconut Farmers in Hindang, Leyte" without honorarium effective January 1, 2022 to December 31, 2022.

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

1. Supervise the implementation of the project.

2. Ensures submission of quarterly extension progress reports.

3. Presents progress and knowledge products during the Annual RDE In-house Review

4. Publish one or more of the research's knowledge products generated from the extension activity

5. Submits project terminal report through the Director for Extension upon completion.

Sincerely yours,

ANTONIO P. ABAMO

Director for Extension

Conforme:

MARISEL A. LEORNA

Co-study leader

Certified funds available:

ALICIA M. FLORES Head, Budget Office

Recommending Approval:

MARIA JULIET C. CENIZA VP for Research, Extension & Innovation

OVPREI-VP, OVPREI-RPO, Director for Extension, Head, Accounting Office; RSPPRO NCRC-V file; MA Leorna

