



February 15, 2022

DR. MARIA JULIET C. CENIZA

Vice President for Research, Extension and Innovation
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Ceniza**:

This is to recommend the appointment of **Prof. Michael Carlo C. Villas** as **Component Leader** of the extension project entitled ***"Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and Practices"*** without honorarium effective February 15, 2022 to December 31, 2022 unless sooner terminated due to lack of funds.

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

1. Responsible for the writing of the comic's storyboard;
2. Prepare the material for publication;
3. Take charge in the writing of correspondence to person involved;
4. Submit progress reports to the OVPREI;
5. Present extension results during the VSU Annual In-House Review and R & D Symposium;
6. Submit terminal report three (3) months after project termination.

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.

Very truly yours,

BETHLEHEM A. PONCE

Project Leader

Conforme:

Certified Funds Available:

MICHAEL CARLO C. VILLAS

Asst. Prof. III

ALICIA M. FLORES

Head, Budget office

Endorsed by:

JETT C. QUEBEC

Department Head



Recommending Approval:

MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

cc: *VP, Research, Extension & Innovation*
Dean, College of Arts and Sciences
Head, Department of Liberal Arts and Behavioral Sciences
Researcher
RSPPRO