



January 4, 2023

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Maria Juliet C. Ceniza
VP for REI

Dear Dr. Tulin:

This is to recommend the appointment of **Ms. Merry Jean A. Caparas**, Instructor 1 of ISRDS, as Component Leader of the extension project component entitled "Enhancement of the VSU Community's Knowledge Base in Data-Driven Development Capacity Building for Tourism Development" under the extension project entitled "Coalescing Organizations Towards Locally Led Actions to Boost Development (COLLABDev)" without honorarium effective January 3, 2023 to December 31, 2023.

As Component Leader, Ms. Caparas is expected to perform the following responsibilities with appropriate workload unit equivalent to deliver the project outputs stipulated in the COLLABDev Memorandum of Agreement between VSU and the Action for Economic Reforms (AER) signed on October 8, 2021.

1. Set up a knowledge repository (webpage or a social media page) for resource materials and make these publicly available to university staff and students to enhance the existing knowledge base of the university.
2. Enhance the staff and students' participation in fora, seminars, and symposia related to data-driven development by inviting them to COLLABDev-organized activities.
3. Make representation and participate in the various COLLABDev project activities.
4. Integrate and utilize the activities, processes, and outputs of the VSU-AER partnership in the VSU planning and program processes.
5. Prepare and submit activity reports of his assigned component.

Thank you and best regards.

Very truly yours,

LILIAN B. NUÑEZ
Director, ISRDS