



January 3, 2022

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

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

**Dear Dr. Tulin:**

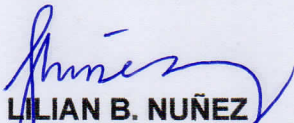
This is to recommend the appointment of **CHRISTOPHER R. GALGO, Jr.** as Project Leader of the following extension projects without honorarium effective January 3, 2022 to December 31, 2022 chargeable to VSU GAA 2022.

1. **Building Capacities of Barangay People and Institutions for Community Development (MAGPANGUAPA); and**
2. **Barangay Management Information Systems (BMIS) project of the Barangay Integrated Development Approach for Nutrition Improvement (BIDANI Program)**


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

1. Plan project activities for the year;
2. Implement project activities as planned and
3. Prepare activity reports of the project
4. Publish articles from project results

Very truly yours,

  
**LILIAN B. NUÑEZ**  
Director

Conforme:

  
**CHRISTOPHER R. GALGO, Jr.**  
Instructor I

Certified funds available:

**ALICIA M. FLORES**  
Head, Budget Office