



VISAYAS
STATE UNIVERSITY

INSTITUTE FOR
**STRATEGIC RESEARCH AND
DEVELOPMENT STUDIES**

2 January, 2024

Dr. Daniel Leslie S. Tan
Officer-In-Charge
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Dennis P. Peque
VP for REI

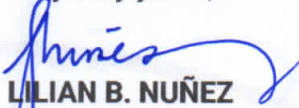
Dear Dr. Tan:

This is to recommend the appointment of **Ms. Merry Jean A. Caparas** as Project Leader of the extension project entitled **"Building Capacities of Barangay People and institutions for Community Development"** without honorarium effective January 2, 2024 to May 31, 2024 chargeable to **VSU GAA 2024**.

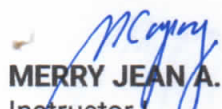
As Project Leader, Ms. Caparas is expected to perform the following responsibilities with appropriate workload unit equivalent:

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:


MERRY JEAN A. CAPARAS
Instructor I

Endorsed by:


MOISES NEIL V. SERIOÑO
College Dean, CME

Certified funds available:

ALICIA M. FLORES
Head, Budget Office

ANTONIO P. ABAMO
Director for Extension