



**RESEARCH, EXTENSION, AND INNOVATION (REI) SERVICES REQUEST FORM**

Name: MUNICIPAL AGRICULTURE OFFICE Date: 08/18/2025  
LGU- HINUNANGAN SOUTHERN  
LEYTE

Office/Agency/ Department MUNICIPAL AGRICULTURE  
(if any): OFFICE LGU- HINUNANGAN  
Name of Organization/ SOUTHERN LEYTE Contact No: \_\_\_\_\_  
Association: \_\_\_\_\_ Email Add: \_\_\_\_\_

Type of client(s): ☐ development worker ☐ government employee  
☐ faculty ☐ OFW  
☐ farmer ☐ out of school youth  
☐ fisherfolks ☐ researcher  
☐ entrepreneur ☐ student  
☐ others \_\_\_\_\_

Request for:

- ☐ Training/Workshop  
☐ Technical Assistance  
☐ Consultancy  
☐ Data Analytics  
  
☐ Others (Please specify) \_\_\_\_\_

Topic(s):

**SIMPLE FARM RECORD KEEPING**

Training Modality:

- ☐ Face to face  
☐ webinar  
☐ On-line  
☐ On-air

**KATHLEEN V. CAPAPAS**

Signature of Requesting Party

**A.**

To be filled-up by the Unit Head

Focal Person of the Client:  
Designation and number:

**ANNA MARTHA MONSANTO**  
**Project Leader**

Endorsed By:

**DR. LIJUERA CUADRA**  
(Signature over printed Name)

To be filled-up by VP for REI:  
ACTION TAKEN

Noted By:

- ☐ Approved  
☐ Disapproved  
☐ For Review

**CATHERINE C. ARRADAZA**

**Director's Name**  
(Signature over printed Name)

**DR. SANTIAGO T. PEÑA JR.**

**Vice President for Research, Extension and Innovation**  
(Signature over printed Name)

☐ Director for Research ☒ Director for Extension ☐ Director for Innovation





**VISAYAS**  
STATE UNIVERSITY

DEPARTMENT OF  
**AGRICULTURAL EDUCATION  
AND EXTENSION**

August 18, 2025

**DR. PROSE IVY G. YEPES**  
President  
Visayas State University  
Visca Baybay City, Leyte

Thru: **DR. SANTIAGO T. PEÑA JR.**  
Vice-Pres. for Research, Extension & Innovation

Dear Dr., Yepes,

Greetings!


May I respectfully request approval from your good office to facilitate a training for our project beneficiaries—Farmer's and Women's Associations in Hinunangan, Southern Leyte—on **August 22, 2025**. This activity is in response to their request for training and will be conducted under the title:  
**"Simple Farm Record Keeping"**

I will be accompanied by my research assistant, **Ms. Zyra E. David**, to help facilitate the training activities.

Please see attached the formal request letter from the Municipal Agriculture Office – Hinunangan, Southern Leyte, for your kind review and consideration.

Thank you very much, and I hope for your favourable response and support of this noble initiative to empower our local farmers.

Truly yours,

  
**ANNA MARTHA C. MONSANTO**  
Project leader

Noted by:

  
**LIJUERA J. CUADRA**  
DAEEEx Head

Signed by:

**CATHERINE C. ARRADAZA**  
Director of Extension

RECOMMENDING APPROVAL:

**SANTIAGO T. PEÑA JR.**  
Vice-Pres. for Research,  
Extension & Innovation

**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs

APPROVED:

**PROSE IVY G. YEPES**  
President



DEPARTMENT OF AGRICULTURAL  
EDUCATION AND EXTENSION  
Visayas State University, PQWV+V5F, Baybay City, Leyte  
Email: [dacex@vsu.edu.ph](mailto:dacex@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1016



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Page 1 of 1  
**FM-VSU-03**  
V4 01-23-2025  
No. DAEEEx-25-03





Republic of the Philippines  
Province of Southern Leyte  
Municipality of Hinunangan



OFFICE OF THE MUNICIPAL AGRICULTURAL SERVICES

August 18, 2025

**PROSE IVY G. YEPES**  
President  
Visayas State University  
Visca, Baybay City Leyte

Dear Dr. Yepes,

Greetings!

On behalf of the Municipal Agriculture Office of Hinunangan, Southern Leyte, we respectfully request your support in the conduct of training under the project *Improving Rice Production and Strengthening Capacities of Farmers and Women's Associations in Hinunangan, Southern Leyte*, entitled: **"Simple Farm Record Keeping"** to be held at Barangay Catublian.

This training is in direct response to the request of several local Farmers and Women's Associations, who have expressed a strong interest in learning more about farm record keeping as a vital strategy to increase productivity, improve farm management, and promote sustainable agricultural practices.

The proposed training is scheduled for **August 22, 2025**. The project team will coordinate with the designated specialist/resource person, while the MAO-Hinunangan will take charge of the venue and food arrangements.

We humbly seek your favourable approval and support for this activity. It is our shared goal to empower our farmers with the knowledge and skills necessary to sustain a farming system that is not only productive but also profitable and environmentally sound.

We sincerely look forward to your kind support.

Respectfully Yours,

KATHLEEN V. CAPAPAS  
Municipal Agriculturist