



VISAYAS
STATE UNIVERSITY

ECOLOGICAL FARM RESOURCES AND MANAGEMENT INSTITUTE

February 6, 2024

Dr. Daniel Leslie S. Tan
OIC President
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 **Mr. Jerome O. Arribado** as Project Leader of the VSU funded Extension Program entitled "**Participatory Eco-Farming Program for the Visayas**" without honorarium effective January 1, 2024 to December 31, 2024 chargeable to **TP.UF.09** unless sooner terminated due to lack of funds.

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

1. Takes responsibility in the over-all management of the project.
2. Supervise functions and responsibilities for the effective execution of all the extension project activities;
3. Submit quarterly progress reports to OVPREI;
4. Submit every 1st week of January of the succeeding year the annual extension report of accomplishment;
5. Present project results during the VSU Annual In-House Review;
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 Center Director and the Vice President for Research, Extension and Innovation.

Very truly yours,

ANTONIO P. ABAMO
Director for Extension

**ECOLOGICAL FARM RESOURCES AND
MANAGEMENT INSTITUTE**

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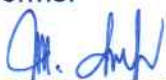
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Page 1 of 2
FM-VSU-03
V2 05-09-2023
No. 24-019

Conforme:


JEROME O. ARRIBADO
Project Leader

Certified funds available:

ALICIA M. FLORES
OIC Head, Budget Office

Endorsed by:

ANTONIO P. ABAMO
Director for Extension

Recommending Approval:

DENNIS P. PEQUE
VP for Research, Extension and Innovation

cc: **OVPREI-VP**
[OVPREI-RPO/ Extension/ Innovation]
Head, Budget Office
Dean, College
Head, Department
Researcher
RSPPRO



February 6, 2024

Mr. Jerome O. Arribado
Project Leader
Eco-FARMI
Visca, Baybay City, Leyte

Dear **Mr. Arribado**:

By the authority vested in me as OIC University President, you are hereby appointed as Project Leader of the VSU funded Extension Project entitled "**Participatory Eco-Farming Program for the Visayas**" (*project code: TP.UF.09*), charged to the VSU General Appropriation Act (GAA) subject to availability of funds effective January 1, 2024 to December 31, 2024 with equivalent workload units renewable every year until completion of the project.

As Project Leader, you are expected to submit to OVPREI through the Center/Institute Director or College Dean the following report:

1. Takes responsibility in the over-all management of the project.
2. Supervise functions and responsibilities for the effective execution of all the extension project activities;
3. Submit quarterly progress reports to OVPREI;
4. Submit every 1st week of January of the succeeding year the annual extension report of accomplishment;
5. Present project results during the VSU Annual In-House Review;
6. Submit terminal report three (3) months after project termination.

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, Center Director, Director for Research, and the Vice President for Research, Extension and Innovation.

DANIEL LESLIE S. TAN
OIC President

cc: OVPREI – VP; OVPREI – RPO; Director, Center; Dean, College; RSPPRO; Budget Office; Finance Management Office (FMO); Accounting Office; File - OP