



January 2, 2024

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

Thru: **Dr. Dennis P. Peque**
Vice-President for Research, Extension and Innovation

Dear **Dr. Tan**,

This is to recommend the renewal of the appointment of **Ms. Kleer Jeann G. Longatang** as **Component Leader** of the **"Environmental Education and Advocacy of Local Stakeholders through Capacity Building and Cross Visits to VSU Nature Park"**, Component 2 of the **"NRM-Based Extension Project (VSU Nature Park) Phase II: Empowerment of Local Stakeholders through Capacity Building and Development of VSU's Agricultural Reservation (Proclamation 64) Physical Land-use and Resource Map"** (Project Code: Nature Park), charged to General Funds, subject to availability of funds effective January 1, 2024, until December 31, 2024, with equivalent workload units, renewable every year until completion of the project.

As Component Leader, Ms. Longatang will perform the following responsibilities:

1. Exercise supervision and control in the implementation of the component;
2. Submit to OVPREI, through the Project Leader, the following reports:
 - a. Consolidated/Integrated report on the significant outputs/outcome of the component;
 - b. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**);
 - c. Midyear research progress reports every 1st week of July of every year (**Attachment 2**);
 - d. Annual research progress reports every 1st week of January of the succeeding year (**Attachment 3**);
3. Present the research highlights or papers during the Research In-house Review and Evaluation (**Attachment 4**);
4. Present a paper in the regional/national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**);
5. Submit terminal report three (3) months after completion of the extension project (**Attachment 5**);
6. Publish articles of significant research findings in indexed/peer-reviewed journals.

For any changes in the title, methodology, project site, and/or budget, 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.

Thank you for your continued support to the Institute.

Very truly yours,

TEOFANES A. PATINDOL

Director

Conformé:

KLEER JEANN G. LONGATANG

Instructor, ITEEM

Endorsed by:

RENEZITA S. COME

Dean, College of Forestry and
Environmental Science (CFES)

Certified Funds Available:

ALICIA M. FLORES

Head, Budget Office

Noted:

ANTONIO P. ABAMO

Director for Extension

Recommending Approval:

DENNIS P. PEQUE

VP for Research, Extension, and Innovation

cc: OVPREI-VP
OVPREI-Extension
Budget Office
CFES Dean
KJGLongatang
RSPPRO
ITEEM

Vision : A globally competitive university for science, technology, and environmental conservation.
Mission : Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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