



January 3, 2022

DR. MARIA JULIET C. CENIZA

Vice President for Research and Extension
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Ceniza:

This is to recommend the appointment of Mr. Bryan R. Gapasin as **Project Leader** under the VSU extension project entitled **DBM Entrepreneurial Assistance and Monitoring Services Project (EXT 52)** without honorarium effective **January 1, 2022 until December 31, 2022.**

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

1. To integrate instruction and extension activities of the department
2. To act as resource person in training/workshops
3. To conduct periodic monitoring of selected associations management and livelihood activities
4. To prepare periodic project report

The following are also recommended as **Component Leaders** under the same project. Their names and responsibilities are as follows;

1. Bert C. Peñalosa – On-air Services Component

- Conducts real-time radio show hosting in the radio program entitled “Let’s Talk Agribiz” at DYDC.
- Records documentaries/narrative of identified MSE partners for instruction, and education purposes.
- Prepares weekly radio program content to be aired at DYDC.
- Prepares monthly report for this component.

2. Julie Bee M. Aguinaldo – Monitoring and Evaluation Component

- Periodic monitoring of all activities set in the extension project including participation of target clients in the trainings, and seminar-workshops
- Conducts retooling sessions for all the target clients, including the on-call clients.
- Prepares monthly report for this component.

3. Gracielle Dawn Gamotin – On-call Services

- Conducts preparatory meeting for the identified on-call clients.
- Conducts needs training assessment for on-call clients.
- Conducts training, and seminar-workshops for on-call clients.
- Prepares monthly report for this component.

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 College Dean or Center Director and the Vice President for Research and Extension.