



January 17, 2022

DR. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte

Thru: DR. MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation

Dear Dr. Tulin:

This is to recommend the appointment of **MS. ANNA BETH A. VARRON** as Component Leader of the extension project entitled "**Langoy sa Kaluwasan: Capacitating DRRMC Chairpersons and Youth Leaders in Each Barangays of Baybay City on Disaster Awareness and Preparedness**" effective January 1, 2022 until December 31, 2022. There is no honorarium for this extension project but support for travels and supplies will be provided subject to the availability of funds charged to GAA 2022. (Please see attachments).

As a **Learn-to-Swim** Component Leader, Ms. Varron is expected to perform the following duties and responsibilities:

1. Take responsibility in ensuring that the project objectives particularly on Learn-to-Swim as a component are met;
2. Take charge in providing instructions to the clients/participants regarding Learn-to-Swim;
3. Provide module, pre-test/post-test questionnaire, and evaluation every end of session;
4. Prepare and submit client/participant progress report; and
5. Ensure that clients/participants can perform basic swimming skills and be able to conduct seminar/workshops of their constituents in their respective units/barangays.

Very truly yours,


LYNDON L. MANINGO
Extension Coordinator, IHK

Conforme:


ANNA BETH A. VARRON
Instructor, IHK

Certified funds available:

ALICIA M. FLORES
OIC Head, Budget Office