



ECOLOGICAL FARM AND RESOURCE MANAGEMENT INSTITUTE

Visca, Baybay City, Leyte, PHILIPPINES Telephone: (053) 565 0600; local: 1040 Website: www.vsu.edu.ph

March 6, 2023

Dr. Maria Juliet C. Ceniza
VP for REI
Office of the Vice President for Research, Extension, and Innovation
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Ceniza:

The Eco-FARMI has new appointed Director thus, it is imperative to delegate all my duties and responsibilities as Director of Eco-FARMI to the new unit head. The following documents are hereby properly turn-over to the designed Office-in-Charge through the dDRC:

- Annual Reports for CY 2021 and 2022
- Equipment Inventory
- Faculty Workload and Development
- Minutes of Meetings
- OPCR and IPCR files CY 2021 and 2022
- RDE programs and proposals for possible funding

Thank you very much

Very truly yours,

DHENBER C. LUSANTA
Outgoing Director, Eco-FARMI

Noted:

MARIA JULIET C. CENIZA

VP for Research, Extension, and Innovation

Received:

JEROME O. ARRIBADO Director, Eco-FARMI

VANESSA MAY B. MILAN Clerk



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