



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