



**VISAYAS**  
STATE UNIVERSITY

INSTITUTE FOR  
**STRATEGIC RESEARCH AND  
DEVELOPMENT STUDIES**

2 January, 2024

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

**Thru: Dr. Dennis P. Peque**  
VP for REI

**Dear Dr. Tan:**

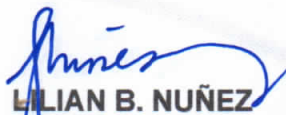
This is to recommend the appointment of **Dr. Suzette B. Lina**, head of the Department of Soil Science, as Component Leader of the extension project component entitled "Capacity Building for Agriculture and Fisheries Development" under the extension project entitled "Coalescing Organizations Towards Locally Led Actions to Boost Development (COLLABDev)" without honorarium effective January 2, 2024 to December 31, 2024.

As Component Leader, Dr. Lina is expected to perform the following responsibilities with appropriate workload unit equivalent to deliver the project outputs stipulated in the COLLABDev Memorandum of Agreement between VSU and the Inopacan Government unit signed on April 26, 2023.

1. Provide technical assistance to local coalitions and existing local special bodies of the Inopacan LGU in planning and policy making for agriculture development.
2. Make representation and participate in the various COLLABDev project activities.
3. Prepare and submit activity reports of her assigned component.

Thank you and best regards.

Very truly yours,

  
**LILIAN B. NUÑEZ**  
Director, ISRDS

Conforme:

**SUZETTE B. LINA**  
Head, DSS

Certified funds available:

**ALICIA M. FLORES**  
Head, Budget Office