



January 3, 2023

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Maria Juliet C. Ceniza
VP for REI


Dear Dr. Tulin:

This is to recommend the appointment of **Ms. Merry Jean A. Caparas** as Project Leader of the extension project entitled "**Building Capacities of Barangay People and institutions for Community Development**" without honorarium effective January 3, 2023 to December 31, 2023 chargeable to **VSU GAA 2023**.


As Project Leader, Ms. Caparas is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Plan project activities for the year;
2. Implement project activities as planned; and
3. Prepare activity reports of the project.
4. Publish articles from project results.

Very truly yours,


LILIAN B. NUÑEZ
Director

Conforme:


MERRY JEAN A. CAPARAS
Instructor I

Certified funds available:

ALICIA M. FLORES
Head, Budget Office



January 6, 2023

Ms. Merry Jean A. Caparas

Project Leader, MAGPANGUAPA

Institute for Strategic Research and Development Studies

Visca, Baybay City, Leyte

Dear **Ms. Caparas**:

As favorably endorsed and recommended by the Vice President for Research and Extension you are hereby appointed as Project Leader of the extension project entitled **"Building Capacities of Barangay People and Institutions for Community Development" (MAGPANGUAPA)** without honorarium under the GAA 2023 effective, January 3, 2023 to December 31, 2023.

As a project leader, you are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Plan project activities for the year.
2. Implement project activities as planned .
3. Prepare reports for project activities
4. Publish articles from project results

EDGARDO E. TULIN

President

cc: VP, Research and Extension
Dean, College
Head, Department
PRPEO