



16 March 2023

**Engr. Rud Luis G. Gonzaga**

Instructor 1, Department of Meteorology  
College of Engineering & Technology  
Visayas State University  
Visca, Baybay City, Leyte

By the authority vested in me as University President, you are hereby appointed as **component leader** of the extension project "**Weather and Atmospheric Information Services (Project WAIS):#Weather Wiser** without honorarium effective January 2023 to December 2023.

As **Component Leader** you are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Takes charge in the information dissemination delivered thru media platforms specifically VSU DYDC 104.7 FM Radio Program.
2. Helps the project leader in making discussion on related to meteorological topics;
3. Helps the project leader establish strong professional linkage with PAGASA and other related agencies;
4. Helps in making the progress and terminal report for submission to OVPREI;
5. Represents the extension project leader when necessary;
6. Publish one or more papers of the extension project's knowledge products/outputs and,
7. Performs other tasks related to the extension agenda of the Department of Meteorology.

**EDGARDO E. TULIN**

President

cc:

OP - file

VP- Research Extension & Innovation

Dean, College

Head, Department

Researcher

RSPPRO