



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. **Gina A. Delima** as Project Leader of the extension project entitled "**Strengthening Rural-Based Organizations: Focus on Baybay Dairy Cooperative (BDC)**" without honorarium effective January 3, 2023 to December 31, 2023 chargeable to **VSU GAA 2023**.

As Project Leader, Ms. Delima 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:

  
**GINA A. DELIMA**  
Instructor II

Certified funds available:

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



5 January 2023

**Gina A. Delima**

Instructor II

Institute for Strategic Research and Development Studies

Visayas State University

Visca, Baybay City, Leyte

**Dear Ms. Delima:**

As favorably endorsed and recommended by the Vice President for Research and Extension you are hereby appointed as **Project Leader** of the Extension Project **"Strengthening Rural-Based Organizations: Focus on the Baybay Dairy Cooperative (BDC)"** without honorarium effective January 3, 2023 to December 31, 2023 chargeable to VSU GAA 2023.

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

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

**EDGARDO E. TULIN**

President