



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:

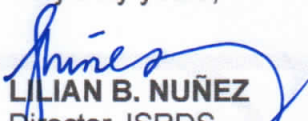
This is to recommend the appointment of **Ms. Merry Jean A. Caparas**, Instructor 1 of ISRDS, as Component Leader of the extension project component entitled "Enhancement of the VSU Community's Knowledge Base in Data-Driven Development Capacity Building for Tourism Development" under the extension project entitled "Coalescing Organizations Towards Locally Led Actions to Boost Development (COLLABDev)" without honorarium effective January 2, 2024 to May 31, 2024.

As Component Leader, Ms. Caparas 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 Local Government unit signed on April 26, 2023.

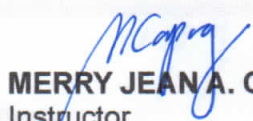
1. Set up a knowledge repository (webpage or a social media page) for resource materials and make these publicly available to university staff and students to enhance the existing knowledge base of the university.
2. Enhance the staff and students' participation in fora, seminars, and symposia related to data-driven development by inviting them to COLLABDev-organized activities.
3. Make representation and participate in the various COLLABDev project activities.
4. Prepare and submit activity reports of his assigned component.

Thank you and best regards.

Very truly yours,


LILIAN B. NUÑEZ
Director, ISRDS

Conforme:


MERRY JEAN A. CAPARAS
Instructor

Certified funds available:

ALICIA M. FLORES
Head, Budget Office

