



VISAYAS
STATE UNIVERSITY

INSTITUTE OF
TROPICAL ECOLOGY AND
ENVIRONMENTAL MANAGEMENT

November 22, 2024

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Santiago T. Peña Jr.**
Vice-President for Research, Extension, and Innovation

Dear **Dr. Yepes**,

This is to recommend the renewal of the appointment of **Ms. Kleer Jeann G. Longatang** as **Component Leader** of the **"Environmental Education and Advocacy of Local Stakeholders through Capacity Building and Cross-Site Visits to VSU Nature Park"**, Component 3 of the *"NRM-Based Extension Project (VSU Nature Park) Phase III: Development of VSU Nature Park as a Learning Site on Sustainable Agriculture and Natural Resource Management and Empowerment of Local Stakeholders through Capacity Building and Biodiversity Conservation"*, charged to the **General Funds (Project Code: Nature Park)**, without honorarium, effective January 1, 2025, until December 31, 2025. Ms. Longatang will continue to perform the following responsibilities, with appropriate workload unit equivalent:

1. Exercise supervision and control in the implementation of the component;
2. Submit to OVPREI, through the Project Leader, the following reports:
 - a. Consolidated/Integrated report on the significant outputs/outcome of the component;
 - b. Quarterly extension progress reports to the OVPREI-Extension Office;
 - c. Annual extension accomplishment reports every 1st week of January of the succeeding year;
3. Present the extension highlights or papers during the Extension In-house Review and Evaluation;
4. Present a paper in the regional/national R&D Symposia/fora (*as scheduled by the Consortium/National agency concerned with the prescribed standard format*);
5. Submit terminal report three (3) months after completion of the extension project.

Thank you for your continued support to the Institute.

Very truly yours,

TEOFANES A. PATINDOL
Director



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Conformé:

KLEER JEANN G. LONGATANG
Instructor, ITEEM

Endorsed by:

ARTURO E. PASA
Dean, College of Forestry and
Environmental Science (CFES)

Recommending Approval:

SANTIAGO T. PEÑA JR.
VP for Research, Extension, and Innovation

Certified Funds Available:

ALICIA M. FLORES
Head, Budget Office

Noted:

ANTONIO P. ABAMO
Director for Extension

cc: OVPREI-VP
OVPREI-Extension
Budget Office
CFES Dean
KJGLongatang
RSPPRO
ITEEM

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.