



January 03, 2024

Dr. Daniel Leslie S. Tan
OIC, President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Dennis P. Peque**
VP for REI, Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tan:

This is to recommend the appointment of **Dr. Ulysses A. Cagasan** as Component Leader of Component 2 (**Production and distribution of NSIC-recommended legumes and root crop varieties**) under the Extension Project entitled: "Training, Technical Assistance, Distribution of Planting Materials, and Design, Production, and Distribution of Print Add Materials in Support to RDE Programs of VSU and Other Agencies in Eastern Visayas" project code: EXT69-Agronomy), charged to the (GAA Funded projects). This is without an honorarium effective on January 03, 2024 to March 10, 2024, unless revoked or terminated due to lack of budget.

As Component Leader, he is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Spearheads in the production of quality planting materials of legumes and root crops to interested clients
2. Facilitates the distribution of quality seeds to interested farmers
3. Attends training and technical assistance on the production system for legumes and rootcrops.
4. Assists the study and project leaders in the preparation of reports for the annual In-House Extension Review presentation.

In case of any changes in the title, methodology, or project site, approval should first be sought from the University President upon recommendation by the concerned College Dean or Center Director and the Vice President for Research and Extension.

Very truly yours,


DIONESIO M. BAÑOC
Head, DA

Conforme:


ULYSSES A. CAGASAN
Component Leader

Recommending Approval:

ANTONIO P. ABAMO
Director for Extension

Cc. OVPREI-VP
[OVPREI-RPO/Extension/innovation]
Head, Budget Office
Dean, College
Head, Department
Researcher
RSPPRO

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Certified Funds available:

ALICIA M. FLORES
Head, Budget Office

Approved:

DENNIS P. PEQUE
VP for Research, Extension, and Innovation

