



January 14, 2021

Dr. MARIA JULIET C. CENIZA

Vice President for Research and Extension

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Ceniza**:

This is to recommend the appointment of **Dr. Milagros C. Bales** as **Project Leader** of the **"Green the Home Project (SP.CE.20a)"** effective January 1, 2021 to December 31, 2021 unless terminated due to lack of funds.

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

1. Supervise planning and implementation of the activities in coordination with component leaders and other stakeholders of the project;
2. Closely monitor the implementation of activities in the different sites (Brgys. Marcos, Guadalupe and Hilongos as expansion site);
3. Submit progress and year-end reports to the appropriate offices;
4. Present project report during the VSU Annual In-house Review and RDE Symposium;
5. Sign vouchers/papers pertinent to the project activities;
6. Prepare articles for publication; and
7. Do other task related to the program/project.

In case of any changes in the title, methodology, project site, and/or budget, the 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,

HENRY Y. GOLTIANO

DAEE_x Head

Conforme:

MILAGROS C. BALES

Project Leader

Endorsed by:

HENRY Y. GOLTIANO

Department Head

Recommending Approval:

MARIA JULIET C. CENIZA

VP for Research and Extension

Certified funds available:

MYRNA S. PANCITO

Head, Budget Office

VICTOR B. ASIO

College Dean, CAFS



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Dr. MARIA JULIET C. CENIZA

Vice President for Research and Extension

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Ceniza**:

This is to recommend the appointment of **Prof. Fatima T. Baliña** as **Component Leader** of the **"Green the Home Project (SP.CE.20a), Building capacities of residence in Brgy. Guadalupe and Marcos in growing their own food thru Container Gardening and other Livelihood projects"** effective January 1, 2021 to December 31, 2021 unless terminated due to lack of funds.

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

1. Assist in planning and implementation of activities in Brgy. Marcos and Brgy. Guadalupe (Sitio Riverside and Sitio Golden Village), as expansion area of the project in coordination with the Project Leader;
2. Closely monitor the implementation of activities in the different sites;
3. Prepare progress reports and articles for publication;
4. Do other tasks assigned by the Project Leader related to the project.

In case of any changes in the title, methodology, project site, and/or budget, the 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,

MILAGROS C. BALES

Project Leader

Conforme:

FATIMA T. BALIÑA

Component Leader

Certified funds available:

MYRNA S. PANCITO

Head, Budget Office

Endorsed by:

HENRY Y. GOLTIANO

Department Head

VICTOR B. ASIO

College Dean, CAFS

Recommending Approval:

MARIA JULIET C. CENIZA

VP for Research and Extension