



January 1, 2022

Dr. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. MARIA JULIET C. CENIZA**
VP for Research, Extension, & Innovation


Dear Dr. Tulin:

This is to recommend the appointment of **Ms. Crislin B. Cruz** as Extension Leader of the VSU extension project entitled: "NCRC-V Project E-2020 *Innovation. Information. Service. Development: A Response to COVID-19 Quarantine*" without honorarium effective January 1, 2022 to December 31, 2022.

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

1. Supervise the overall implementation of the extension project.
2. Ensures submission of quarterly extension progress reports.
3. Presents progress report during the Annual RDE In House Review.
4. Publish one or more of the research's knowledge products generation from the extension project.
5. Submission of extension terminal report for consolidation of project report to be submitted to OVPRE upon completion,

Sincerely yours,


MARISEL A. LEORNA
Director

Certified funds available:

ALICIA M. FLORES
Head, Budget Office

Conforme:


CRISLIN B. CRUZ
Extension Leader

Noted:

ANTONIO P. ABAMO
Director for Extension