



January 3, 2022

**Mr. Christopher R. Galgo, Jr.**

Project Leader, MAGPANGUAPA & BIDANI-BMIS  
Institute for Strategic Research and Development Studies  
Visca, Baybay City, Leyte

Dear **Mr. Galgo**:

By the authority vested in me as University President, you are hereby appointed as Project Leader of the extension projects entitled ***"Building Capacities of Barangay People and Institutions for Community Development (MAGPANGUAPA) and Barangay Integrated Development Approach for Nutrition Improvement – Barangay Management Information System (BIDANI-BMIS)"*** with project codes: *CB.ARD.01* and *BIDANI Ext.01* respectively," charged to the GAA 2022 subject to availability of funds, effective January 3, 2022 to December 31, 2022 with equivalent workload units renewable every year until completion of the project.

As Project Leader, you are expected to submit to OVPREI through the Center/Institute Director or College Dean the following report:

1. Consolidated/Integrated report on the significant outputs/outcome of all components.
2. Quarterly extension progress reports to the OVPREI-RPO (**Attachment 1**).
3. Midyear extension progress reports every 1<sup>st</sup> week of July of every year (**Attachment 2**).
4. Annual extension progress reports every 1<sup>st</sup> week of January of the succeeding year (**Attachment 3**).
5. Present the extension project highlights or papers during the Extension In-house Review and Evaluation (**Attachment 4**).
6. Present a paper in the regional/ national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**).
7. Submit terminal report three (3) months after completion of extension project (**Attachment 5**).
8. Publish articles of significant research and extension findings in indexed / peer reviewed journals.

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, Center Director, Director for Research, and the Vice President for Research, Extension and Innovation.

**EDGARDO E. TULIN**

President

cc: OVPREI – VP; OVPREI – RPO; Director, Center; Dean, College; RSPPRO; Budget Office; Finance Management Office (FMO); Accounting Office; File - OP