



January 03, 2024

**Dr. Ulysses A. Cagasan**  
Department of Agronomy  
Visayas State University  
Visca, Baybay City, Leyte

**Dear Dr. Cagasan:**

As favorably endorsed and recommended by the Vice President for Research, Extension and Innovation, you are hereby appointed as Component Leader of Component 2 **(Production and distribution of NSIC-recommended legumes and root crop varieties)**, from 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) subjects to availability of funds effective (January 03, 2024 to March 10, 2024) with equivalent workload units. Renewable every year until completion of the project.

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

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.

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 for Research, Extension and Innovation.

**DANIEL LESLIE S. TAN**  
OIC, President

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