



January 01, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Maria Juliet C. Ceniza
VP for REI


Dear Dr. Tulin:

I wish to recommend the appointment of **Prof. Ed Allan L. Alcober** as Department Extension Coordinator effective January 1, 2022 to December 31, 2022

As Department Extension Coordinator, you are expected to perform the following responsibilities:

1. Supervise the extension activities in the Department through Faculty and College Dean.
2. Consolidate and integrate reports on the significant outputs/outcome of the Department Extension projects.
3. As focal person in the Department for any extension activities and collaboration.

Thank you.


ULYSSES A. CAGASAN
Department Head, DA

Conforme:


ED ALLAN L. ALCOBER
Assoc. Professor II

Recommending Approval:

ANTONIO P. ABAMO
Director for Extension

MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation

cc: VP, Research, Extension and Innovation
Dean, College
Head, Department
PRPEO