



16 March 2023

**Mr. Charlindo S. Torrion**

Instructor 1, Department of Meteorology  
College of Engineering & Technology  
Visayas State University  
Visca, Baybay City, Leyte

By the authority vested in me as University President, you are hereby appointed as **project leader** of the extension project "**Weather and Atmospheric Information Services (Project WAIS)**" without honorarium effective January 2023 to December 2023.

As **Project Leader** you are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Provides overall leadership of the extension project;
2. Monitor the component leaders in the implementation on the objectives of the extension project;
3. Make discussions on meteorology and related topics;
4. Collaborate with experts from PAGASA and other related agencies;
5. Ensures the submission of progress reports;
6. Attend regular meeting requested by the Director for Extension;
7. Presents the progress and output during the Annual RDE In-House review;
8. Publish one or more papers of the extension project's knowledge products/outputs and,
9. Ensures the submission of the terminal report through OVPREI upon completion.

**EDGARDO E. TULIN**

President

cc:

OP - file

VP- Research Extension & Innovation

Dean, College

Head, Department

Researcher

RSPPRO