



VISAYAS
STATE UNIVERSITY

INSTITUTE FOR
**STRATEGIC RESEARCH
AND DEVELOPMENT
STUDIES**

January 22, 2025

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Santiago T. Peña, Jr.
VP for REI

Dear Dr. Yepes:

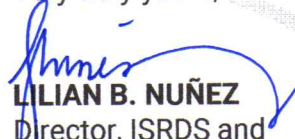
This is to recommend the appointment of **Ms. Charmagne Faith F. Capuno**, Instructor 1 of the Visayas Socio Economic Research and Data Analytic Center (ViSERDAC) as Component Leader of **Barangay Management Information Systems (BMIS)**, under the program titled **"Strengthening Local Governance and SUCs' Extension Service Delivery through the BIDANI Strategy" (EXT.01BIDANI)** without honorarium effective January 23, 2025 to December 31, 2025.

As component leader, Ms. Capuno is expected to perform the following responsibilities with appropriate workload unit equivalent:

- 1) Plan project activities in coordination with the BMIS Coordinator.
- 2) Implement proper activities as planned.
- 3) Prepare activity reports of the project.

Thank you and best regards.

Very truly yours,


LILIAN B. NUÑEZ
Director, ISRDS and
Program Leader, BIDANI

Conforme:

Certified funds available:

CHARMAGNE FAITH F. CAPUNO
Instructor 1

ALICIA M. FLORES
Head, Budget Office



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