



January 4, 2023

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

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

Dear Dr. Tulin:

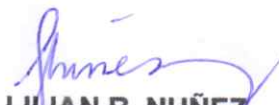
This is to recommend the appointment of **Ms. Mauren Joy F. Manadong**, Instructor of the Department of Tourism and Hospitality Management, as Component Leader of the extension project component entitled "Capacity Building for Tourism Development" under the extension project entitled "Coalescing Organizations Towards Locally Led Actions to Boost Development (COLLABDev)" without honorarium effective January 3, 2023 to December 31, 2023.

As Component Leader, Ms. Manadong is expected to perform the following responsibilities with appropriate workload unit equivalent to deliver the project outputs stipulated in the COLLABDev Memorandum of Agreement between VSU and the Action for Economic Reforms (AER) signed on October 8, 2021.

1. Provide technical assistance to local coalitions and existing local special bodies of the Inopacan LGU in planning and policy making for tourism development.
2. Make representation and participate in the various COLLABDev project activities.
3. Integrate and utilize the activities, processes, and outputs of the VSU-AER partnership in the VSU planning and program processes.
4. Prepare and submit activity reports of her assigned component.

Thank you and best regards.

Very truly yours,


LILIAN B. NUÑEZ
Director, ISRDS