



## ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

Visca, Baybay City, Leyte, PHILIPPINES Telephone: (053) 565 0600; local: 1040 Website: www.vsu.edu.ph

March 6, 2023

## Prof. ROSA OPHELIA D. VELARDE

Director, Research Office
Office of the Vice-President for Research, Extension and Innovation

Dear Prof Velarde

The Eco-FARMI has new appointed director thus, it is imperative to delegate all of my duties and responsibilities as Director of Eco-FARMI to the new unit head. The following documents are hereby properly turn-over to the designated Office-in-charge through the dDRC:

- Annual reports for CY 2021 and 2022
- Equipment inventory
- Faculty Workload and Development Plan
- Minutes of Meetings
- OPCR and IPCR files CY 2021 and 2022
- RDE programs and proposals for possible funding

Thank you very much

Very truly yours,

DHENBER C. LUSANTA
Outgoing Director, Eco-FARMI

Noted:

ROSA OPHELIA D. VELARDE Director, Research Office

Received:

JEROME O. ARRIBADO Director, Eco-FARMI

VANESSA MAY B. MILAN dDRC, Eco-FARMI



Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1

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