



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