



February 21, 2022

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 **Mr. Ian Dave B. Custodio**, Instructor 1 of the Visayas Socio-Economic Research and Data Analytics Center (ViSERDAC), as Component Leader of the extension project component entitled "Development Data Laboratory" under the extension project entitled "Coalescing Organizations Towards Locally Led Actions to Boost Development (COLLABDev)" without honorarium effective January 1, 2022 to December 31, 2022.

As Component Leader, Mr. Custodio 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 Inopacan LGU in the establishment and improvement of data collection, management, and storage practices for better analysis, planning, policymaking, and data driven development.
2. Manage the COLLABDev Data Laboratory at VSU that serves as repository of the various datasets of the Inopacan LGU.
3. Make representation and participate in the various COLLABDev project activities.
4. Integrate and utilize the activities, processes, and outputs of the VSU-AER partnership in the VSU planning and program processes.
5. Prepare and submit activity reports of his assigned component.

Thank you and best regards.

Very truly yours,

LILIAN B. NUÑEZ
Director, ISRDS