



VISAYAS
STATE UNIVERSITY

INSTITUTE OF
**TROPICAL ECOLOGY AND
ENVIRONMENTAL MANAGEMENT**

November 22, 2024

Dr. Prose Ivy G. Yepes

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **Dr. Santiago T. Peña Jr.**

Vice-President for Research, Extension, and Innovation

Dear **Dr. Yepes**,

This is to recommend the appointment of **Ms. Serica Joy C. Dadios** as **Component Leader** of the **"Environmental Consciousness Drive for Out-of-School Youth and Senior Highschool Faculty and Students of Baybay City Division of the Department of Education"**, Component 4 of the **"NRM-Based Extension Project (VSU Nature Park) Phase III: Development of VSU Nature Park as a Learning Site on Sustainable Agriculture and Natural Resource Management and Empowerment of Local Stakeholders through Capacity Building and Biodiversity Conservation"**, charged to the **General Funds (Project Code: Nature Park)**, without honorarium, effective January 1, 2025, until December 31, 2025.

As Component Leader, Ms. Dadios will perform the following responsibilities, with appropriate workload unit equivalent:

1. Exercise supervision and control in the implementation of the component;
2. Submit to OVPREI, through the Project Leader, the following reports:
 - a. Consolidated/Integrated report on the significant outputs/outcome of the component;
 - b. Quarterly extension progress reports to the OVPREI-Extension Office;
 - c. Annual extension accomplishment reports every 1st week of January of the succeeding year;
3. Present the extension highlights or papers during the Extension In-house Review and Evaluation;
4. Present a paper in the regional/national R&D Symposia/fora (*as scheduled by the Consortium/National agency concerned with the prescribed standard format*);
5. Submit terminal report three (3) months after completion of the extension project.

Thank you for your continued support to the Institute.

Very truly yours,

KLEER JEANN G. LONGATANG

Project Leader, NRM-Nature Park



**INSTITUTE OF TROPICAL ECOLOGY AND
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FM-VSU-03
V3 06-06-2024
No. 24-329

Conformé:

SERICA JOY C. DADIOS
Instructor, ITEEM

Endorsed by:

ARTURO E. PASA
Dean, College of Forestry and
Environmental Science (CFES)

Recommending Approval:

SANTIAGO T. PEÑA JR.
VP for Research, Extension, and Innovation

Certified Funds Available:

ALICIA M. FLORES
Head, Budget Office

Noted:

ANTONIO P. ABAMO
Director for Extension

cc: OVPREI-VP
OVPREI-Extension
Budget Office
CFES Dean
SJC Dadios
RSPPRO
ITEEM

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