



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. Peña**,

This is to recommend the appointment of **Ms. Angelita B. Orias** as **Component Leader** of the **"Registration and Accreditation of VSU Nature Park as a Learning Site to Local and National Government Agencies"**, Component 2 of the **"NRM-Based Extension Project (VSU Nature Park) Phase III" (Project Code: Nature Park)**, without honorarium, charged to General Funds, subject to availability of funds effective January 1, 2025, until December 31, 2025, with equivalent workload units, renewable every year until completion of the project.

As Component Leader, Ms. Orias will perform the following responsibilities:

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 progress reports every 1<sup>st</sup> 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.

For any changes in the title, methodology, project site, and/or budget, approval should first be sought from the University President upon recommendation by the concerned College Dean, Center Director, Director for Research, and the Vice President for Research, Extension and Innovation.

Thank you for your continued support to the Institute.



INSTITUTE OF TROPICAL ECOLOGY AND  
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**FM-VSU-03**  
V3 06-06-2024  
No. 24-322

Very truly yours,

**KLEER JEANN G. LONGATANG**  
Project Leader, NRM-Nature Park

***Conformé:***

**ANGELITA B. ORIAS**  
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

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

***Certified Funds Available:***

**ALICIA M. FLORES**  
Head, Budget Office

***Noted:***

**ANTONIO P. ABAMO**  
Director for Extension

**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.