



21 February 2022

**Dr. Edgardo E. Tulin**

President

Visayas State University

Visca, Baybay City, Leyte

**Thru: Dr. Maria Juliet C. Ceniza**

Vice President for Research, Extension, and Innovation

Dear **Dr. Tulin:**

This is to recommend the appointment of **MR. JOHNNY V. SUMAYO** as Enumerator, Baybay City of the project entitled ***“Developing a Smart and Sustainable Disaster Risk Management Model for Eastern Visayas”*** with an honorarium of ELEVEN THOUSAND (11, 000.00) effective March 1 to March 15, 2022 chargeable to VSU-1P-2021-8a unless sooner terminated due to lack of funds.

As Enumerator, he/she is expected to perform the following responsibilities:

1. Interview 76 households exposed or vulnerable to landslide, flooding and coastal flooding in the selected barangays of Baybay City, Leyte using KOBO Toolbox.
2. Attend orientation meeting with the project staff,
3. Review and verify the completeness of collected data,
4. Submit daily the completed digital questionnaires and notes to the project staff,
5. Report to the project staff any concerns pertaining to the conduct of the survey, and
6. Perform other related tasks.

In case of any changes in the title, methodology, project site, and/or budget, the approval should first be sought from the University President upon recommendation by the Center Director and the Vice President for Research and Extension.

Very truly yours,

  
**GINA A. DELIMA**  
Project Component Leader

**DANIEL LESLIE S. TAN**  
Project Component Leader

Noted

**ANABELLA B. TULIN**  
Project Leader