



VISAYAS
STATE UNIVERSITY

ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

April 15, 2024

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Dennis P. Peque**
VP for REI

Dear **Dr. Yepes**:

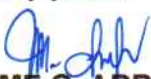
This is to recommend the appointment of **Ms. Marejen A. Villaremo** as Co-Project Leader of the VSU funded Extension Program entitled "**Participatory Eco-Farming Program for the Visayas**" without honorarium effective April 15, 2024 to December 31, 2024 chargeable to **TP.UF.09** unless sooner terminated due to lack of funds.

As Co-Project Leader, she is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Assists the Project Leader in the over-all management of the project.
2. Helps the Project Leader in coordinating with other agencies and stakeholders;
3. Helps prepare training materials/manuals;
4. Helps present extension outputs during the annual RDE in-house review.
5. Assists in the preparation and submission of progress reports.

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 concerned Center Director and the Vice President for Research, Extension and Innovation.

Very truly yours,


JEROME O. ARRIBADO
Director, Eco-FARMI

Conforme:


MAREJEN A. VILLAREMO
Co-Project Leader

Certified funds available:

ALICIA M. FLORES
Head, Budget Office




**ECO-FARM AND RESOURCE MANAGEMENT
INSTITUTE**

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Endorsed by:

ANTONIO P. ABAMO
Director for Extension

Recommending Approval:

DENNIS P. PEQUE
VP for Research, Extension and Innovation

cc: OVPREI-VP
[OVPREI-RPO/ Extension/ Innovation]
Head, Budget Office
Dean, College
Head, Department
Researcher
RSPPRO



April 15, 2024

Ms. Marejen A. Villaremo

Co-Project Leader

Eco-FARMI

Visca, Baybay City, Leyte

Dear **Ms. Villaremo:**

By the authority vested in me as University President, you are hereby appointed as Co-Project Leader of the VSU funded Extension Project entitled **"Participatory Eco-Farming Program for the Visayas"** (project code: **TP.UF.09**), charged to the VSU General Appropriation Act (GAA) subject to availability of funds effective April 15, 2024 to December 31, 2024 with equivalent workload units renewable every year until completion of the project.

As Co-Project Leader, you are expected to submit to OVPREI through the Center/Institute Director or College Dean the following report:

1. Assists the Project Leader in the over-all management of the project.
2. Helps the Project Leader in coordinating with other agencies and stakeholders;
3. Helps prepare training materials/manuals;
4. Helps present extension outputs during the annual RDE in-house review.
5. Assists in the preparation and submission of progress reports.

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 concerned College Dean, Center Director, Director for Research, and the Vice President for Research, Extension and Innovation.

PROSE IVY G. YEPES

President

cc: OVPREI – VP; OVPREI – RPO; Director, Center; Dean, College; RSPPRO; Budget Office; Finance Management Office (FMO); Accounting Office; File - OP