



TROPICAL ECOLOGY AND **ENVIRONMENTAL MANAGEMENT**

November 22, 2024

Dr. Prose Ivy G. Yepes President

Visavas State University Visca, Baybay City, Leyte

Dr. Santiago T. Peña Jr.

Vice-President for Research, Extension, and Innovation

Dear **Dr. Peña**,

This is to recommend the appointment of Ms. Kleer Jeann G. Longatang as Project Leader 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" (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 Project Leader, Ms. Longatang will perform the following responsibilities:

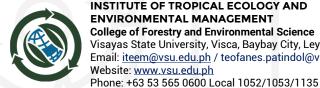
- 1. Take charge of the overall planning, strategy formulation, and supervision of the project:
- 2. Submit to OVPREI, through the Institute Director, the following reports:
 - a. Consolidated/Integrated report on the significant outputs/outcome of the component;
 - b. Quarterly extension progress reports 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,

TEOFANES A. PATINDOL

Director



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Conformé:

Certified Funds Available:

KLEER JEANN G. LONGATANG

Instructor, ITEEM

ALICIA M. FLORES Head, Budget Office

Endorsed by:

Noted:

ARTURO E. PASA

Dean, College of Forestry and Environmental Science (CFES)

ANTONIO P. ABAMO Director for Extension

Recommending Approval:

SANTIAGO T. PEÑA JR.

VP for Research, Extension, and Innovation

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