



**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. 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 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.

Thank you for your continued support to the Institute.

Very truly yours,

**TEOFANES A. PATINDOL**

Director



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ENVIRONMENTAL MANAGEMENT**  
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**Conformé:**

**KLEER JEANN G. LONGATANG**  
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  
KJGLongatang  
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.