



January 1, 2024

Dr. Daniel Leslie S. Tan  
OIC President, VSU  
Visca, Baybay City, Leyte

Dear Dr. Tan:

I would like to recommend the designation of Mr. Jerome O. Arribado as project manager of FARMI Demo-Farm Project effective January 1, 2024 until December 31, 2024 or unless sooner revoked or terminated by higher authorities without prejudice to renewal. As Project Manager, he shall perform the following duties and responsibilities, to wit:

1. Daily remittance of collections, when applicable, especially when it reaches at least P 500.00.
2. Submit detailed monthly project reports indicating the sales and expenses which shall include all the direct and indirect costs, and
3. Submit and present his accomplishment during the regular annual IGP Review indicating the problems encountered, solutions undertaken and plan of activities for the next period.

Moreover, I am recommending that Mr. J.O. Arribado be entitled to whatever privileges attached to his designated position as project manager.

Thank you.

**DILBERTO O. FERRAREN**  
VP, PRGAS

Conforme:

**JEROME O. ARRIBADO**  
Project Manager

Recommending Approval:

**DILBERTO O. FERRAREN**  
VP for Planning, Resource Generation  
and Auxiliary Services & Chairman, BOM

Approved:

**DANIEL LESLIE S. TAN**  
OIC, President

cc:	OVP PRGAS	IASO
	OVPI	Records
	ODAHRD	File
	ODF/Budget	
	Accounting	

