



May 12, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. DILBERTO O. FERRAREN**
Vice-President for Planning, Resource
Generation and Auxiliary Services & Chair, BOM
Visayas State University

Dear Dr. Tulin:

I wish to recommend the appointment of **Mr. MEDARDO C. MAGDADARO** as Field Services In-charge of the Department of Soil Science effective January 1, 2022 under the Income Generating Project (IGP) specifically, Special Trust Fund (STF) effective January 1, 2022 until December 31, 2022 or until such time that the department revokes his designation. As Field Services In-charge, he shall perform the following duties and responsibilities, with appropriate workload unit equivalent:

1. Program and facilitate the use of DSS experimental area necessary for faculty research/student thesis, extension and for production activities subject to the approval of the department head;
2. Serve as Tree planting coordinator of the department;
3. Propose plans and supervise the full utilization of the experimental area to support the instruction, research, extension and production functions of the department subject to the approval of the department head;
4. Daily remittance of collections, when applicable, especially when it reaches at least P500.00.
5. Submit necessary project reports and present accomplishment during the regular annual IGP review of the university.

Thank you.

Very truly yours,

SUZETTE B. LINA
DSS, Head

Conforme:

MEDARDO C. MAGDADARO
DSS Field In-charge