



January 1, 2022

DR. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. MARIA JULIET C. CENIZA**
VP for Research, Extension & Innovation

Dear Dr. Tulin:

This is to recommend the appointment of **Dr. Marisel A. Leorna** as Component Leader of the extension study entitled "Promotion of village-level production of potential coconut-based food products" under the extension project "Showcasing Profitable and Sustainable Coconut-based Technologies to Support Promotion and its Dissemination Through Techno Demo Sites (project code: EXT17-TP.CO.008)" without honorarium, charged to the VSU General Appropriation Act (GAA) subject to the availability of funds effective January 1, 2022 to December 31, 2022.

As Component Leader she is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Supervise the implementation of the extension study.
2. Ensures submission of quarterly extension progress reports.
3. Presents progress and knowledge products during the Annual RDE In-House Review
4. Publish one or more of the extension knowledge products generated from the study.
5. Submission of project terminal report through the Director for Extension upon completion.

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 Extension, and the Vice President for Research, Extension and Innovation.

Sincerely yours,

ANTONIO P. ABAMO
Director for Extension