



VISAYAS
STATE UNIVERSITY

ECOLOGICAL FARM RESOURCES AND MANAGEMENT INSTITUTE

January 2, 2024

Dr. Daniel Leslie S. Tan
OIC-President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Dennis P. Peque**
Vice President for Research, Extension and Innovation

Dear **Dr. Tan**:

This is to recommend the appointment of **Dr. ZENAIDA C. GONZAGA** as Co-Project leader and vegetable expert of the **JOLLIBEE GROUP FOUNDATION, INC.** co-funded extension project entitled: **"Agro-enterprise Clustering Approach (AECA) for Inclusive Vegetable Production and Marketing"** effective January 2, 2024 to December 31, 2024.

As Co-Project leader and vegetable expert of the Project, she is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Assists in the implementation and conduct of component project activities;
2. Assists in administering efficient use of project resources;
3. Assists in ensuring progress and outputs are in accordance with plans;
4. Assists in preparing and submitting the required technical and financial reports to component coordinators and/or concerned designated authorities;
5. Provide open communication with coordinators and project counterparts relative to or in the course of project implementation;
6. Make representation to the concerned local cooperators and foreign counterparts for the required logistics in the project review/operation;
7. Provide data information and prepare materials for extension education of the project;
8. Provide feedback to component coordinators on the progress as well as problems encountered during project implementation; and
9. Submits terminal report and other deliverables as required in the work plan of the project.

In case of 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 or Center Director and the Vice President for Research, Extension and Innovation.

**ECOLOGICAL FARM RESOURCES AND
MANAGEMENT INSTITUTE**

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Very truly yours,

GIDEON NIEL D. TAN
Project Leader

Conforme:


ZENaida C. GONZAGA
Co-Project Leader

Certified funds available:

MANUEL B. UY-OCO, JR.
Accountant, ViFARD

PACIENCIA P. MILAN
Executive Director, ViFARD

Noted:

ANTONIO P. ABAMO
Director for Extension

Recommending Approval:

DENNIS P. PEQUE
VP for Research, Extension and Innovation

cc: OVREI-VP
OVPREI-RPO
Head, Budget Office
Dean, College
Head, Department
Researcher
RSPPRO



January 2, 2024

Dr. Zenaida C. Gonzaga
Co-Project Leader
Department of Horticulture
Visca, Baybay City, Leyte

Dear **Dr. Gonzaga**:

By the authority vested in me as OIC University President, you are hereby appointed as Co-Project leader and vegetable expert of the *JOLLIBEE GROUP FOUNDATION, INC.* co-funded extension project entitled: **"Agro-enterprise Clustering Approach (AECA) for Inclusive Vegetable Production and Marketing"** effective January 2, 2024 to December 31, 2024, without honorarium.

As Co-Project Leader and vegetable expert, you are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Assists in the implementation and conduct of component project activities;
2. Assists in administering efficient use of project resources;
3. Assists in ensuring progress and outputs are in accordance with plans;
4. Assists in preparing and submitting the required technical and financial reports to component coordinators and/or concerned designated authorities;
5. Provide open communication with coordinators and project counterparts relative to or in the course of project implementation;
6. Make representation to the concerned local cooperators and foreign counterparts for the required logistics in the project review/operation;
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9. Submits terminal report and other deliverables as required in the work plan of the project.

In case of 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 or Center Director and the Vice President for Research, Extension and Innovation.

DANIEL LESLIE S. TAN
OIC-President

cc: OVPREI – VP; OVPREI – RPO; Director, Center, Dean, College; RSPPRO; Budget Office; Finance Management Office (FMO); Accounting Office; File - OP

OFFICE OF THE PRESIDENT

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