



February 21, 2022

**Dr. Edgardo E. Tulin**

President

Visayas State University

Visca, Baybay City, Leyte

**Thru: Dr. Maria Juliet C. Ceniza**

VP for REI

**Dear Dr. Tulin:**

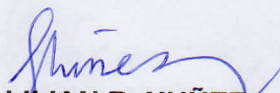
This is to recommend the appointment of **Ms. Venice B. Ibañez**, head of the Department of Tourism and Hospitality Management, as Component Leader of the extension project component entitled "Capacity Building for Tourism Development" under the extension project entitled "Coalescing Organizations Towards Locally Led Actions to Boost Development (COLLABDev)" without honorarium effective January 1, 2022 to December 31, 2022.

As Component Leader, Ms. Ibañez is expected to perform the following responsibilities with appropriate workload unit equivalent to deliver the project outputs stipulated in the COLLABDev Memorandum of Agreement between VSU and the Action for Economic Reforms (AER) signed on October 8, 2021.

1. Provide technical assistance to local coalitions and existing local special bodies of the Inopacan LGU in planning and policy making for tourism development.
2. Make representation and participate in the various COLLABDev project activities.
3. Integrate and utilize the activities, processes, and outputs of the VSU-AER partnership in the VSU planning and program processes.
4. Prepare and submit activity reports of her assigned component.

Thank you and best regards.

Very truly yours,

  
**LILIAN B. NUÑEZ**  
Director, ISRDS