



**VISAYAS**  
STATE UNIVERSITY



**DEPT. OF AGRICULTURAL  
EDUCATION AND EXTENSION**

Visca, Baybay City, Leyte, PHILIPPINES  
VOIP Phone: 1016  
Email: [daeex@vsu.edu.ph](mailto:daeex@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

24 January 2022

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

**Thru: Dr. Maria Juliet C. Ceniza**  
Vice President for Research, Extension and Innovation  
Visayas State University

Dear **Dr. Tulin**:

This is to recommend the appointment of **Dr. Karen Luz P. Yap** as **Project Leader** of the extension project, **"Green the Home (SP.CE.20a)"** effective January 1, 2022 to December 31, 2022 unless terminated due to lack of funds.

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

1. Supervise planning and implementation of the activities in coordination with component leaders and other stakeholders of the project;
2. Closely monitor the implementation of activities in the different sites (Brgys. Marcos, Guadalupe and Hilongos as expansion site);
3. Submit progress and year-end reports to the appropriate offices;
4. Present project report during the VSU Annual In-house Review and RDE Symposium;
5. Sign vouchers/papers pertinent to the project activities;
6. Prepare articles for publication; and
7. Do other task related to the program/project.

Very truly yours,

  
**KAREN LUZ P. YAP**  
DAEEx Head

Conforme:

  
**KAREN LUZ P. YAP**  
Assoc. Prof. V

Certified funds available:

**ALICIA M. FLORES**  
Head, Budget Office



Management  
System  
ISO 9001:2015  
[www.tuv.com](http://www.tuv.com)  
ID: 91089597-09

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No. DAEEx-22-007



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24 January 2022

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President  
Visayas State University  
Visca, Baybay City, Leyte

**Thru: Dr. Maria Juliet C. Ceniza**  
Vice President for Research, Extension and Innovation  
Visayas State University

Dear **Dr. Tulin**:

This is to recommend the appointment of **Dr. Milagros C. Bales** as **Component Leader** of the extension project, **"Green the Home (SP.CE.20a), Building capacities of residence in Brgy. Guadalupe and Marcos in growing their own food thru Container Gardening and other Livelihood projects"** effective January 1, 2022 to April 30, 2022 unless terminated due to lack of funds.


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

1. Assist in planning and implementation of activities in Brgy. Marcos and Brgy. Guadalupe (Sitio Riverside and Sitio Golden Village), as expansion area of the project in coordination with the Project Leader;
2. Closely monitor the implementation of activities in the different sites;
3. Prepare progress reports and articles for publication;
4. Do other tasks assigned by the Project Leader related to the project.

Very truly yours,

  
**KAREN LUZ P. YAP**  
GTH Project Leader

Conforme:

  
**MILAGROS C. BALES**  
Assoc. Prof. V

Endorsed by:

**VICTOR B. ASIO**  
CAFS Dean

Certified funds available:

**ALICIA M. FLORES**  
Head, Budget Office

Noted:

**ANTONIO P. ABAMO**  
Director for Extension



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24 January 2022

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

**Thru: Dr. Maria Juliet C. Ceniza**  
Vice President for Research, Extension and Innovation  
Visayas State University

Dear **Dr. Tulin**:

This is to recommend the appointment of **Mr. Virgelio C. Dargantes, Jr.** as **Component Leader** of the extension project, **"Green the Home (SP.CE.20a), Enhancing Livelihood Opportunities in selected Coastal Barangays of Hilongos, Leyte"** effective January 1, 2022 to December 31, 2022 unless terminated due to lack of funds.

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

1. Assist in planning and implementation of activities in Hilongos, Leyte, as expansion area of the project in coordination with the Project Leader;
2. Closely monitor the implementation of activities in the different sites;
3. Prepare progress reports and articles for publication;
4. Do other tasks assigned by the Project Leader related to the project.

Very truly yours,

  
**KAREN LUZ P. YAP**  
GTH Project Leader

Conforme:

  
**VIRGELIO C. DARGANTES, JR.**  
Instructor I

Certified funds available:

**ALICIA M. FLORES**  
Head, Budget Office

Endorsed by:

**VICTOR B. ASIO**  
CAFS Dean

Noted:

**ANTONIO P. ABAMO**  
Director for Extension



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