



January 18, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Thru: DR. MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

Dear Dr. Tulin:

This is to recommend the appointment of **MR. EDILBERTO A. ARTIGA, JR. II** as Component Leader of the extension project entitled "**Langoy sa Kaluwasan: Capacitating DRRMC Chairpersons and Youth Leaders in Each Barangays of Baybay City on Disaster Awareness and Preparedness**" effective January 1, 2022 until December 31, 2022. There is no honorarium for this extension project but support for travels and supplies will be provided subject to the availability of funds charged to GAA 2022. (Please see attachments).

As a **Life-Saving and Water Rescue** Component Leader, Mr. Artiga is expected to perform the following duties and responsibilities:

1. Take responsibility in ensuring that the project objectives particularly on Life-Saving and Water Rescue as a component are met;
2. Take charge in providing instructions to the clients/participants regarding Life-Saving and Water Rescue;
3. Provide module, pre-test/post-test questionnaire, and evaluation every end of session;
4. Prepare and submit client/participant progress report; and
5. Ensure that clients/participants can perform basic skills in Life-Saving and Water Rescue and be able to conduct seminar/workshops of their constituents in their respective units/barangays.

Very truly yours,


LYNDON L. MANINGO

Extension Coordinator, IHK

Conforme:


EDILBERTO A. ARTIGA, JR. II

Instructor, IHK

Certified funds available:

ALICIA M. FLORES

OIC Head, Budget Office