



October 24, 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 **MERRY JEAN A. CAPARAS** as Project Leader of the following extension projects without honorarium effective October 24, 2022 to December 31, 2022 chargeable to VSU GAA 2022.

1. **Building Capacities of Barangay People and Institutions for Community Development (MAGPANGUAPA); and**
2. **Barangay Management Information Systems (BMIS) project of the Barangay Integrated Development Approach for Nutrition Improvement (BIDANI Program)**

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

1. Plan project activities for the year;
2. Implement project activities as planned and
3. Prepare activity reports of the project
4. Publish articles from project results

Very truly yours,

LILIAN B. NUÑEZ
Director

Conforme:

MERRY JEAN A. CAPARAS
Instructor I

Endorsed by:

MOISES NEIL V. SERIÑO
College Dean

Certified funds available:

ALICIA M. FLORES
Head, Budget Office

ANTONIO P. ABAMO
Director for Extension