



02 January 2024

Dr. Daniel Leslie S. Tan
Officer-In-Charge
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Dennis P. Peque
VP for REI

Dear Dr. Tan:

This is to recommend the appointment of **Dr. Lilian B. Nuñez**, ISRDS Director, as Project Leader of the extension project entitled "Coalescing Organizations Towards Locally Led Actions to Boost Development (COLLABDev)" and as Component Leader of the component entitled "Gender Mainstreaming and Alliance Building for Community Development" without honorarium effective January 2, 2024 to December 31, 2024.

As Project/Component Leader, Dr. Nuñez 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 Inopacan Local Government unit signed on April 26, 2023.

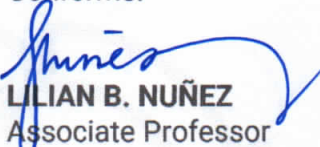
1. Provide overall supervision in the conduct of project activities.
2. Conduct component activities as planned.
3. Make representation and participate in the various COLLABDev project activities.
4. Submit project quarterly project reports.
5. Present the project highlights during the Extension In-house Review.

Thank you and best regards.

Very truly yours,

MOISES NEIL V. SERIÑO
Dean, CME

Conforme:


LILIAN B. NUÑEZ
Associate Professor

Certified funds available:

ALICIA M. FLORES
Head, Budget Office