



January 3, 2023

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 **Mr. Jerome O. Arribado** as Extension Communicator of the Ecological Farm and Resource Management Institute (Eco-FARMI) without honorarium effective January 1, 2023 to December 31, 2023. The appointment carries a maximum workload unit of 3.0, subject to presentation of actual accomplishment.

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

1. Provide information regarding office activities as needed by OVPREI for publication in the R&E Highlights;
2. Serves as contact person for subject matter specialists in his/her office to facilitate referral services requiring technical expertise, e.g. for consultation services, briefing on exhibits, other information materials for dissemination;
3. Serve as linker for VSU Radio DYDC's programs on technology dissemination;
4. Other tasks related to technology and information dissemination in coordination with OVPREI, such as information and education campaign on urgent concerns.

Very truly yours,

DHENBER C. LUSANTA
OIC Director, Eco-FARMI

Conforme:

JEROME O. ARRIBADO
Extension Communicator

Endorsed by:

DHENBER C. LUSANTA
OIC Director, Eco-FARMI

Noted:

ANTONIO P. ABAMO
Director for Extension

Recommending Approval:

MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation

CC: OVPREI-VP
[OVPREI-RPO/ Extension/ Innovation]
Head, Budget Office
Dean, College
Head, Department
Researcher
RSPPRO



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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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January 3, 2023

Mr. Jerome O. Arribado
Extension Communicator
Eco-FARMI
Visca, Baybay City, Leyte

Dear **Mr. Arribado:**

By the authority vested in me as University President, you are hereby appointed as Extension Communicator of the Ecological Farm and Resource Management Institute (Eco-FARMI) without honorarium effective January 1, 2023 to December 31, 2023. The appointment carries a maximum workload unit of 3.0, subject to presentation of actual accomplishment.

As Extension Communicator, you are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Provide information regarding office activities as needed by OVPREI for publication in the R&E Highlights;
2. Serves as contact person for subject matter specialists in his/her office to facilitate referral services requiring technical expertise, e.g. for consultation services, briefing on exhibits, other information materials for dissemination;
3. Serve as linker for VSU Radio DYDC's programs on technology dissemination;
4. Other tasks related to technology and information dissemination in coordination with OVPREI, such as information and education campaign on urgent concerns.

EDGARDO E. TULIN
President

cc: OVPREI – VP; OVPREI – RPO; *Director, Center; Dean, College*; RSPPRO; Budget Office; Finance Management Office (FMO); Accounting Office; File - OP