



08 April 2022

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

**Thru: Dr. Maria Juliet C. Ceniza**  
VP for REI

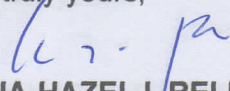
**Dear Dr. Tulin:**

This is to recommend the appointment of **Dr. Moises Neil V. Serio** of the Department of Economics as Project Leader of the extension project entitled ***"Enhancing Capacity in Socio-Economic Analytics through the Visayas Socio-Economic Research and Data Analytics Center (ViSERDAC)"*** effective January 1, 2022 until December 31, 2022 or unless sooner terminated or revoked by higher authorities. There is no honorarium for the extension project but support for travels and supplies will be provided subject to the availability of funds charged to the extension project budget A.III.d-ViSERDAC-EXT72.

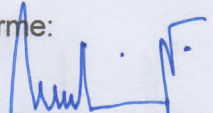
As Project Leader, Dr. Serio is expected to perform the following duties and responsibilities:

1. Take responsibility in ensuring that the project objectives and targets are met;
2. Lead in the conduct of socio-economic trainings, capacity building activities, workshops and seminars;
3. Provide technical advisory support to socio-economic researchers;
4. Coordinate with stakeholders and partners;
5. Prepare progress reports and required project technical reports;
6. Ensure that project funds are used in accordance with the proposed budget; and
7. Comply with the requirements of OVPREI and VSU.

Very truly yours,

  
**MARIA HAZEL I. BELLEZAS**  
Head, DoEcon

Conforme:

  
**MOISES NEIL V. SERIO**  
Project Leader and Dean, CME

Certified funds available:

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