



VISAYAS
STATE UNIVERSITY

ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

August 6, 2025

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Santiago T. Peña, Jr.**
Vice President for Research, Extension, and Innovation

Dear **Dr. Yepes**:

This is to recommend the appointment of **Ms. Marejen A. Villaremo** as Project Leader of the **JOLLIBEE GROUP FOUNDATION, INC.** co-funded extension project entitled: **"Agro-enterprise Clustering Approach (AECA) for Inclusive Vegetable Production and Marketing"** effective January 2, 2025 to December 31, 2025 with Five Hundred Pesos (Php 500.00) communication allowance per month charged to AECA-2023 Project funds.

As a Project Leader, you are expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Directly implement and supervise the conduct of component project activities;
2. Administer efficient use of project resources;
3. Ensure the progress and outputs are in accordance with plans;
4. Prepare and submit the required technical and financial reports to component coordinators and/or concerned designated authorities;
5. Provide open communication with coordinators and project counterparts relative to or in the course of the project implementation;
6. Make representation to the concerned local cooperators and foreign counterparts for the required logistics in the project review/operations;
7. Provide data information and prepare materials for extension education of the project;
8. Provide feedback to component coordinators on the progress as well as problems encountered during project implementation; and
9. Submits terminal report and other deliverables as required in the work plan of the project.

In case of any changes in the title, methodology, project site, and/or budget, the approval should first be sought from the University President upon recommendation by the concerned College Dean or Center Director and the Vice President for Research, Extension and Innovation.



**ECO-FARM AND RESOURCE MANAGEMENT
INSTITUTE**

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V4 01-23-2025
No. **FARM-25-032**

Very truly yours,

ED ALLAN L. ALCOBER
Head, Eco-FARMI

Conforme:

MAREJEN VILLAREMO
Project Leader

Certified funds available:

MANUEL B. UY-OCO, JR.
Accountant, ViFARD

PACIENCIA P. MILAN
Executive Director, ViFARD

Noted:

CATHERINE C. ARRADAZA
Director for Extension

Recommending Approval:

SANTIAGO T. PEÑA JR.
VP for Research, Extension and Innovation

cc: OVPREI-VP
OVPREI-RPO
Head, Budget Office
Dean, College
Head, Department
Researcher
RSPPRO

Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.
Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.



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August 6, 2025

Ms. Marejen A. Villaremo

Project Staff
Eco-Farm and Resource Management Institute
Visayas State University
Visca, Baybay City, Leyte

Dear **Ms. Villaremo**:

By the authority vested in me as University President, you are hereby appointed as Project Leader of the *JOLLIBEE GROUP FOUNDATION, INC. co-funded extension project entitled: "Agro-enterprise Clustering Approach (AECA) for Inclusive Vegetable Production and Marketing"* effective January 2, 2025 to December 31, 2025, with Five Hundred Pesos (Php 500.00) communication allowance per month charged to AECA-2023 Project funds.

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PROSE IVY G. YEPES

President

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

OFFICE OF THE PRESIDENT

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