



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 Project Leader of the Component Project entitled **"Enhancement of the Ecological Demonstration Farm for the Readiness as NC II in Organic Production as Assessment Center"** under the VSU funded extension program entitled **"Participatory Eco-Farming Program for the Visayas"** without honorarium effective January 3, 2023 to December 31, 2023 chargeable to **TP.UF.09** unless sooner terminated due to lack of funds.

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

1. Takes responsibility in the over-all management of the project.
2. Supervise functions and responsibilities for the effective execution of all the extension project activities;
3. Submit quarterly progress reports to OVPREI;
4. Submit every 4th week of January of the succeeding year the annual extension report of accomplishment;
5. Present project results during the VSU Annual In-House Review;
6. Submit terminal report three (3) months after project termination.

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 Center Director and the Vice President for Research, Extension and Innovation.

Very truly yours,

DHENBER C. LUSANTA
OIC Director, Eco-FARMI

Conforme:

JEROME O. ARRIBADO
Project Leader

Certified funds available:

ALICIA M. FLORES
OIC Head, Budget Office

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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No. **23-017**



January 3, 2023

Mr. Jerome O. Arribado
Project Leader
Eco-FARMI
Visca, Baybay City, Leyte

Dear **Mr. Arribado**:

By the authority vested in me as University President, you are hereby appointed as Project Leader of the component project entitled **“Enhancement of the Ecological Demonstration Farm for the Readiness as NC II in Organic Production as Assessment Center”** under the extension program entitled **“Participatory Eco-Farming Program for the Visayas”** (project code: **TP.UF.09**),” charged to the VSU General Appropriation Act (GAA) subject to availability of funds effective January 3, 2023 to December 31, 2023 with equivalent workload units renewable every year until completion of the project.

As Project Leader, you are expected to submit to OVPREI through the Center/Institute Director or College Dean the following report:

1. Takes responsibility in the over-all management of the project.
2. Supervise functions and responsibilities for the effective execution of all the extension project activities;
3. Submit quarterly progress reports to OVPREI;
4. Submit every 1st week of January of the succeeding year the annual extension report of accomplishment;
5. Present project results during the VSU Annual In-House Review;
6. Submit terminal report three (3) months after project termination.

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, Center Director, Director for Research, and the Vice President for Research, Extension and Innovation.

EDGARDO E. TULIN
President

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