



**VISAYAS**  
STATE UNIVERSITY

INSTITUTE FOR  
**STRATEGIC RESEARCH AND  
DEVELOPMENT STUDIES**

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

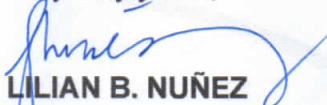
**Dear Dr. Tan:**

This is to recommend the appointment of Ms. **Gina A. Delima** as Project Leader of the extension project entitled "**Strengthening Rural-Based Organizations: Focus on Baybay Dairy Cooperative (BDC)**" without honorarium effective January 2, 2024 to December 31, 2024 chargeable to **VSU GAA 2024**.

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

1. Plan project activities for the year;
2. Implement project activities as planned; and
3. Prepare activity reports of the project.
4. Publish articles from project results.

Very truly yours,

  
**LILIAN B. NUÑEZ**  
Director

Conforme:

  
**GINA A. DELIMA**  
Instructor II

Endorsed by:

**MOISES NEIL V. SERIÑO**  
College Dean, CME

Certified funds available:

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

**ANTONIO P. ABAMO**  
Director for Extension