



January 18, 2022

DR. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte

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

Dear Dr. Tulin:

This is to recommend the appointment of **MS. SHEENA EUNICE B. TABUDLONG** as member of the extension project entitled "**Langoy sa Kaluwasan: Capacitating DRRMC Chairpersons and Youth Leaders in Each Barangays of Baybay City on Disaster Awareness and Preparedness**" effective January 1, 2022 until December 31, 2022. There is no honorarium for this extension project but support for travels and supplies will be provided subject to the availability of funds charged to GAA 2022. (Please see attachments).

As member of the **First-Aid** component, Ms. Tabudlong is expected to perform the following duties and responsibilities:

1. Assist the component leader in ensuring that the project objectives particularly on First-Aid as a component are met;
2. Facilitate in providing instructions to the clients/participants regarding First-Aid;
3. Assist in the production and administration of First-Aid module, pre-test/post-test questionnaire, and evaluation every end of session;
4. Help in the preparation and submission of client/participant progress report in First-Aid component; and
5. Ensure that clients/participants can perform basic first-aid skills and be able to conduct seminar/workshops to their constituents in their respective units/barangays.

Very truly yours,


LYNDON L. MANINGO
Extension Coordinator, IHK

Conforme:


SHEENA EUNICE B. TABUDLONG
Instructor, IHK

Certified funds available:

ALICIA M. FLORES
OIC Head, Budget Office